



**CITY OF HEDWIG VILLAGE REQUEST FOR PUBLIC RECORDS  
UNDER THE TEXAS PUBLIC INFORMATION ACT**

All requests must be in writing and presented to the City Secretary at Hedwig Village City Hall, 955 Piney Print Road, Hedwig Village, TX 77024, Fax: 713-465-6807, E-mail: lmodisette@hedwigtx.gov.

**PLEASE PRINT OR TYPE**

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552.**

(PLEASE BE SPECIFIC, OR CLARIFICATION WILL BE REQUIRED.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**CHECK ONE**

\_\_\_\_\_ Paper copies \_\_\_\_\_ Digital copies via email  
 \_\_\_\_\_ View at City Hall or Police Department (provide email)

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**FOR CITY USE ONLY**

Date received by City Administrator: \_\_\_\_\_

- a) \_\_\_\_\_ Provided the following information for viewing:  
\_\_\_\_\_
- b) \_\_\_\_\_ Data review to decide if estimate necessary.
- c) \_\_\_\_\_ Estimate Provided: Date: \_\_\_\_\_
- d) \_\_\_\_\_ Estimate Response Due Date: \_\_\_\_\_
- e) \_\_\_\_\_ Requestor Notified Date: \_\_\_\_\_
- f) \_\_\_\_\_ Provided copies, number of pages \_\_\_\_\_, cost of copies \_\_\_\_\_,  
 Date: \_\_\_\_\_, number of hours \_\_\_\_\_, labor costs \_\_\_\_\_,  
 Total Cost \$: \_\_\_\_\_
- g) \_\_\_\_\_ Sent to City Attorney for review
- h) \_\_\_\_\_ AG Opinion requested on \_\_\_\_\_