



City of Magnolia OPEN RECORDS/INFORMATION REQUEST FORM

All requests must be in writing and directed to:

City Secretary, Kandice Garrett
18111 Buddy Riley Blvd.
Magnolia, Texas 77354

Fax: (281) 259-7811 | Email: kgarrett@cityofmagnolia.com

(PLEASE PRINT LEGIBLY OR TYPE)

Requestor's Name: _____ Date of Request: _____
Mailing Address: _____
City, State, Zip: _____
Phone Number, Email Address: _____

**Please provide for delivery of information, estimates, and/or any necessary clarification of the request.
Specific, detailed description of information sought:**

(Check One)

- (a) _____ Pick up in person
- (b) _____ View at City Hall
- (c) _____ U.S. Mail *(additional charges may apply)*
- (d) _____ Fedex *(additional charges may apply)*
- (e) _____ Email or fax *(if possible/available)*
- (f) _____ Diskette, CD, DVD
- (g) _____ Other *(Please explain)*

Note: A cost estimate will be provided if responsive materials exceed 50 pages or \$40.00. Certain exceptions to disclosure of public information exist under the Texas Public Information Act to protect against disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, an open records opinion will be sought from the Office of the Attorney General regarding your request.

****This section for City only ****

Date Received: _____ RFI ID #: _____

Disposition:

- (a) _____ Sent to City Attorney on _____ (date).
- (b) _____ AG Opinion requested on _____ (date)
- (c) _____ AG Opinion _____ (number) received on _____ (date)
- (d) _____ Sent estimate on _____ (date)
- (e) _____ Picked up copies in person on _____ (date)
- (f) _____ Sent by U.S. Mail on _____ (date)
- (g) _____ Sent by Fedex on _____ (date)
- (h) _____ Emailed on _____ (date)
- (i) _____ Faxed on _____ (date)
- (j) _____ Viewed in person on _____ (date)

Fees assessed/collected: \$ _____

Notes:

City Official Assigned : _____ (signature)