



# City of Abilene, Texas

## Request for Public Information

Office of the City Secretary • 555 Walnut Street • Abilene, TX 79601  
(325) 676-6229  
[publicinfo@abilenetx.com](mailto:publicinfo@abilenetx.com)

I, the undersigned, hereby request the custodian of the following described public records of the City of Abilene, Texas, to promptly produce said records for inspection and/or duplication. I understand there may be charges assessed for duplication or access to such records and the City of Abilene may require prepayment prior to preparation of the requested copies of such record.

### Please Print All Information

NAME:		DATE:	
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:	EMAIL:		

### Information Requested

The request must ask for records or information already in existence. The Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions.

DATE OF INDICENT OR DOCUMENT REQUESTED:
SPECIFIC NAME OF THE BUSINESS OR INDIVIDUAL:
ADDITIONAL INFORMATION:

### Check One:

- |   |  |
|---|--|
| <input type="checkbox"/> Pick up the documents at City Hall | <input type="checkbox"/> Mail the documents          |
| <input type="checkbox"/> Email the documents                | <input type="checkbox"/> Put the documents on CD/DVD |
| <input type="checkbox"/> View the documents at City Hall    | <input type="checkbox"/> Other _____                 |

In making this request, I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act, and the City reserves its right to seek an opinion from the Texas Attorney General with regard to the release of said information. If an Attorney General's opinion is sought by the City, you will be notified in writing.

Signature of Requestor: \_\_\_\_\_