

REQUEST FOR PUBLIC RECORDS

City Hall, 6800 Forest Hill Drive, Forest Hill, TX 76140

Phone: (817) 568-3000 Fax: (817) 568-3049



Today's Date: _____

Requested by: _____

Name: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Description of Public Records Requested: _____

OFFICE USE ONLY

_____ Records Immediately Available

_____ Reviewed in Office

_____ Duplicate Provided

_____ Record in Storage

_____ Request for Record Denied

_____ Discussed w/City Manager

_____ Discussed with City Attorney

_____ Consider Exception to Disclosure

Staff Comments: _____

I hereby certify that I have received or have not received the records requested. (Please check the applicable box).

Name: _____ Date: _____