



The Town of Bartonville
 1941 E. Jeter Road, Bartonville, Texas 76226
 817-430-4052 FAX 817-430-9433

REQUEST FOR PUBLIC INFORMATION
REF: TEXAS GOVERNMENT CODE, CHAPTER 552, PUBLIC INFORMATION ACT

Requestors Name: _____ Date: _____

Mailing Address: _____

Phone: _____ Email: _____

This is a request under the Texas Public Information Act (Act), Chapter 552 of the Government Code. The Act prohibits a government body from inquiring into a requestor's reasons or motives for requesting information. However, the Act permits a governmental body to establish proper identification. A governmental body may ask a requestor to clarify a request for information if the request is unclear. If a large amount of information is requested, the governmental body is permitted to discuss with the requestor how the scope of a request might be narrowed. The Act applies only to information already in existence and does not require a governmental body to prepare new information in response to a request. Nor does the Act require a governmental body to inform a requestor if the requested information comes into existence after the request has been made. A governmental body is not required to comply with a continuing request to supply information on a periodic basis as such information is prepared in the future, nor is the body required to prepare answers to questions or to do legal research.

I request the following public information currently existing in the records of the Town of Bartonville, Texas (Provide detailed information about what type(s) of information and/or documents you want to receive)

I wish to receive copies of the requested information. I understand that I must pay .10 cents per page for standard size copies and that a charge for labor may be included for larger requests. Information copied onto non standard size paper, tapes, disc, and other medium will require additional charges. All charges must be paid at the time of delivery. An estimate of the charges will be provided in advance. I further understand the information will be released in accordance with the Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Town of Bartonville has ten (10) business days in which to request such a determination and/or to comply with this request.

I will pick up the copies.

When the information is ready, you can notify me by: Email Phone Letter via postal service

I do not want copies, but wish to inspect the originals of the requested information.

 Requestor Signature

Date Received: _____
PIR #: _____
Date Completed: _____