



# CITY OF WYLIE

300 Country Club Road, Building 100,  
Wylie, Texas 75098

972/516-6022 – Fax 972/516-6026

## REQUEST FOR INFORMATION

Name of Requestor	Telephone	Fax or Email
Address		
Description of Information Requested: (Please list the records that you are requesting. List specific dates, if possible. If not, please list a starting and ending date for the records requested.)		
Signature of Requestor (if in person)	Date:	

**Note: Any requested information determined to be PUBLIC INFORMATION will be made available within a reasonable time period.**

**This form request makes no guarantees that the information being requested will be subject to public inspection and copying, and the City of Wylie reserves the right to**

**withhold any requested information that is excepted from public disclosure under the Public Information Act or any other applicable law.**

**CITY OF WYLIE  
PUBLIC INFORMATION REQUEST  
STAFF ACTION FORM**

Department	Date
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*Please research the attached request for public information. If the cost of the copies exceeds \$20, notify the City Secretary prior to coping.*

<b>REQUEST ACTION</b>
<input type="checkbox"/> The information requested has been copied for requestor. Please see Charges Section below for total charges due. (For requests totaling less than \$40.)
<input type="checkbox"/> This information can be copied for requestor. Please see Charges Section below for an estimate of charges. (For requests totaling more than \$40.)
<input type="checkbox"/> This information is unavailable at this time. It will be available for review on _____ (date) at _____ (time).
<input type="checkbox"/> This information is not created or maintained by the City.
<input type="checkbox"/> This information is maintained by this department but may be excepted from public disclosure under the Texas Public Information Act. (Request to be referred to City Attorney.)

<b>INFORMATION CHARGES</b>	
<p align="center"><b>COST ESTIMATE</b></p> <p>This estimate has been calculated from anticipated charges that are indicated on the back of this form. Actual cost may be higher or lower than the cost estimate.</p> <p>Cost Estimate: \$ _____</p>	<p align="center"><b>ACTUAL COST</b></p> <p>The cost of copying the information for the requestor is below. This cost has been calculated from the total charges indicated on the back of this form.</p> <p>Actual Cost: \$ _____</p>

Department	Request Handled by:	Telephone
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Date Received by City Secretary	Time	Received/Handled by:
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