

Mayor Richard Dormier
Place One Council, Kimberly Case
Place Two Council, Dean Oberg
Place Three Council, David Griffin



Place Four Council, Doug Hunt
Place Five Council, Brad Piland
City Manager, David Henley
City Secretary, Bobbie Jo Taylor

CITY OF OVILLA PUBLIC INFORMATION REQUEST FORM

All requests must be submitted in written form. This form is only for your convenience. Your request can also be made by personal mail, memo, fax, email, or delivered in person.

PLEASE CLEARLY PRINT ALL INFORMATION:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

INFORMATION REQUESTED: You may attach additional pages, if necessary. Be specific in your request regarding dates, time periods, name(s), address, etc. Be sure to request a document; do **NOT** ask questions.

In making this request, I understand the following:
The city will strive to furnish all information that is approved for release within ten (10) business days. However, if the city deems that the requestor is seeking documents that are not public records, staff will seek an opinion from the Texas Attorney General's office prior to releasing any documents. Charges for the request may apply. The city uses the cost estimate provided by the Attorney General's office to provide an estimate of charges if necessary. The city will not create a document to satisfy the request.

Signature: _____ Date: _____

For Office Use Only: Date Received: _____ Completion Date: _____ Method of Release: _____

Retention Code: _____ Destruction Date: _____ Fee: _____

Staff Signature: _____