

CITY OF EAST TAWAKONI  
Public Information Request

Person Requesting Information \_\_\_\_\_

Representing Firm or Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Description of Public Record(s) being requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The Texas Public Information Act (TPIA) states all government bodies must provide public information "promptly" and "without delay." The TPIA states that "promptly" means that the information should be provided within a reasonable time under the circumstances. Generally the City of East Tawakoni will respond or fill your request within 10 (ten) business days. We will also let you know if we do not have the information you seek.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY  
Approval for Release of Public Record(s)

Department \_\_\_\_\_

Approval \_\_\_\_\_

Date Received \_\_\_\_\_