



Date Received by Office:

### Public Information Request Form

In accordance with the Public Information Act, Chapter 552 of the Texas Government Code, the City of Rollingwood makes all of its public records available to citizens.

The Public Information Act does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence. The City of Rollingwood will not comply with a standing request for information to be collected or prepared in the future.

The City of Rollingwood will respond within ten (10) business days to information requests. The City of Rollingwood may collect a fee as prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. For more information on the Texas Public Information Act, please visit the Texas Attorney General Website at: <https://www.texasattorneygeneral.gov/open-government>

All requests must be in writing and directed to the City Secretary, City of Rollingwood, 403 Nixon Drive, Rollingwood, TX 78746. Fax: (512) 327-1869 or may be sent by email to: [dadair@rollingwoodtx.gov](mailto:dadair@rollingwoodtx.gov)

Name of Requestor:	
Address:	
City/State/Zip Code:	
Phone Number and Email:	
Date of Request:	
Signature:	

Please provide a detailed description of the information sought (be as specific as possible):

Check one:    I request paper copies  
                   I request digital copies on a disc or via email to \_\_\_\_\_  
                   I request only to view at City Hall  
                   Other (Please explain in detail) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_