

**CITY OF FAIR OAKS RANCH**

**Application for Information Under the Public Information Act**

*All requests must be in writing and directed to the City Secretary*

*7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015*

*Fax: (210)698-3565 Email: citysec@fairoaksranchtx.org*

Date/Time Received: \_\_\_\_\_

PIA #: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Request: Paper Copies (in person)

Company's Name: \_\_\_\_\_

Paper Copies (mailed)

Street Address: \_\_\_\_\_

Email Copies

City, State, Zip Code: \_\_\_\_\_

View at City Hall

Telephone: \_\_\_\_\_

(Select One Above)

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Detailed Description of Information Sought:

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

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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***For Office Personnel Only***

City Action: \_\_\_\_\_

Initial Admin Review: \_\_\_\_\_

City Attorney:      Yes              No

Staff Assigned: \_\_\_\_\_

CA Assignment No.: \_\_\_\_\_

10 Day Letter: \_\_\_\_\_

15 Day Letter: \_\_\_\_\_

AG Response: \_\_\_\_\_

AG Assignment No.: \_\_\_\_\_

AG Response Sent: \_\_\_\_\_

Final Admin Review: \_\_\_\_\_

Fees Estimate: \_\_\_\_\_

Fees Actual: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Provided:      Paper: \_\_\_\_\_

Email: \_\_\_\_\_

Viewed: \_\_\_\_\_

In Person/Mailed

Time Spent:

This Request: \_\_\_\_\_ hrs.

Month to Date: \_\_\_\_\_ hrs.

FY to Date: \_\_\_\_\_ hrs.

