



**CITY OF NEDERLAND
 OPEN RECORDS/INFORMATION REQUEST FORM
 UNDER THE TEXAS PUBLIC INFORMATION ACT (TPIA)**

All requests must be in writing and directed to the City Clerk, City of Nederland, 207 N. 12th St., P.O. Box 967, Nederland, TX 77627, Fax: (409) 723-1550, Email: junderwood@ci.nederland.tx.us. Please print or type:

Name of Person Making Request:			
Address:			
City/State/Zip Code:			
Phone Number:			
Email:		Signature:	
Date of Request:			

Detailed Description of Information Sought (please be as specific as possible):

- (Check one) Information Format:** (a) ___ paper copies
 (b) ___ electronic format (diskette, CD, DVD)

- (Check one) Transmission/Delivery:** (a) ___ U.S. Mail (additional charges may apply)
 (b) ___ Email (if possible)
 (c) ___ Review at City Hall/Public Works/Police Department
 (d) ___ Pickup upon Notification
 (e) ___ Fedex (additional charges will apply)

 The information requested will be supplied upon receipt of an interpretation that the information sought is not expressly prohibited by law.

For completion by City only:

Date Received by City Clerk: _____

Disposition:

(a) _____ Provided the following information for viewing: _____

\$ _____ (fees assessed) _____ (date)

(b) _____ Provided copies of the following information: _____

\$ _____ (fees assessed) _____ (date)

(c) _____ Sent to Attorney on _____ (date)

(b) _____ AG Opinion requested on: _____ (date)

(b) _____ AG Opinion _____ (number) received on _____ (date)

Notes: _____

City Clerk Signature: _____