

**CITY OF HILL COUNTRY VILLAGE
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

PLEASE PRINT ALL INFORMATION

NAME: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DESCRIPTION OF REQUESTED RECORD: (Be as specific as possible) (Attach a second sheet if necessary)

_____ Date of Request

_____ Signature of Applicant

(DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY)

DATE RECEIVED: _____

Requires ruling from City Attorney : _____ YES _____ NO Date Submitted: _____

Approved for disclosure by City Attorney: _____ YES _____ NO DATE: _____

Requires ruling by Attorney General: _____ YES _____ NO Date Submitted: _____

Date Returned from Attorney General: _____

Approved for disclosure by Attorney General: _____ YES _____ NO Date Approved: _____

Date notification/Cost estimate provided to Requestor: _____

Estimated cost: _____

CMRRR# _____ Date Green Card Returned to City Hall: _____

FEES PAID: _____ DATE DISCLOSED: _____

RELEASED BY: _____

METHOD OF DELIVERY: _____

(Via first class mail, certified mail (record CMRRR#), picked-up at City Hall, etc.)