

**CITY OF THE COLONY  
REQUEST FOR DISCLOSURE OF PUBLIC INFORMATION**

**PLEASE PRINT ALL INFORMATION**

Every effort is made to expedite all requests for disclosure of public information, however, due to personnel demands and schedules, there are incidents when the disclosure of information may take the time allowed by law.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

**1. REVIEW OF PUBLIC INFORMATION**

I hereby request the following City of The Colony information be made available to me for review:

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

**2. REQUEST FOR COPIES OF PUBLIC INFORMATION**

I hereby request copies of the following City of The Colony public information:

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

I understand there is a charge for copies of public information as per City of The Colony policy. Further, I understand that if the estimated cost of producing the information I have requested is \$100.00 or more, I may be required to pay a deposit, not to exceed the estimated actual cost.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Requestor

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**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

Staff Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Information provided by: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Date Disclosed to Requestor: \_\_\_\_\_