



Town of Woodsboro, Texas
"The Friendly City"
Public Information/Records Request
Texas Public Information Act, §6252-17a et seq.



110 Wood Ave. Phone 361-543-4505

All requests for public information must be submitted in writing. You may use this form or you may submit a written request for information via email to citysecretary@woodsborotx.net, via fax to (361) 543-4187, or via regular mail to Town of Woodsboro, Information Request, P.O. Box 632, Woodsboro, Texas 78393.

Date _____ Time _____

Requestor's Name _____

_____ Phone

_____ Email

_____ Mailing Address

_____ City

_____ State

_____ Zip Code

Request for Information: Please describe the information you are requesting. We will promptly respond to your request for information. The time it takes us to respond will depend on the amount of information you have requested.

DELIVERY METHOD: Please tell us how you would like to receive the information you have requested. Your choice of delivery method may affect the cost of providing the information to you.

CHOOSE ONLY ONE Send me paper copies by mail Pick up documents in person
 Send me paper copies by fax Send me electronic copies via email

Important! Please Read. NOTE: There may be a charge for providing copies or access to public information. Authority for these charges may be found in Chapter 552, Texas Government Code. A list of possible charges may be found in Title 1, Chapter 70 of the Texas Administrative Code. More information about these charges may be found on the Texas Attorney General's website at <https://www.texasattorneygeneral.gov/og/charges-for-public-information>. If the cost of responding to your request exceeds \$40, we will provide you a written estimate of the charges. You must respond to the written estimate of charges within 10 days or your request will be considered withdrawn. If the cost of responding to your request exceeds \$100, we will require prepayment.



We do business in accordance with the Federal Fair Housing Law. The Town of Woodsboro is an Equal Opportunity Employer.

