



CITY OF BASTROP

City Secretary's Office
 1311 Chestnut Street
 Bastrop, Texas 78602
 (512) 332-8800
<http://www.cityofbastrop.org>

PUBLIC INFORMATION REQUEST

PERSON REQUESTING INFORMATION

Representing Firm or Company		Date of Request:	
Last Name	First	Middle	
Street Address		Apartment/Unit #	
City	State	ZIP Code	
Phone () -	E-mail Address		
Check this box if you wish to receive records by email: <input type="checkbox"/>		Check this box if you wish to receive records by paper copies: <input type="checkbox"/>	

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED

List any and all record(s) being requested. Note: The information may or may not be available at the time of request or may not be available for public inspection. Should this occur the information will be released at the earliest convenience.

REQUESTORS SIGNATURE

Signature	Date
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OFFICE USE ONLY – APPROVAL FOR RELEASE OF PUBLIC RECORD(S)

Date Received	Received by
Routed To	Department
Action Taken	
Date Emailed	Date Completed

OFFICE USE ONLY – APPROVAL MUST BE GIVEN BY THE DEPARTMENT HEAD AND CITY MANAGER

Department Head	Department Head Signature
City Manager	City Manager Signature