



REQUEST FOR PUBLIC INFORMATION

Requests submitted under the *Public Information Act* are handled by the City Secretary. Requests can be submitted via this form, the City's website (www.shavanopark.org), by mail, fax, e-mail, or in person, and must be in writing. All requests should include enough description and detail about the information requested to enable the City to accurately identify and locate the information requested.

Kristen Hetzel, City Secretary
City of Shavano Park
900 Saddletree Court Shavano
Park, Texas 78231

Email: citysecretary@shavanopark.org
Phone: [210-581-1116](tel:210-581-1116)
Fax: 210-492-3816

DATE OF REQUEST: _____

NAME OF PERSON MAKING REQUEST: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

ITEM(S) OR MATERIAL(S) REQUESTED: _____

SIGNATURE

FOR OFFICE USE ONLY

REQUEST RECEIVED BY: _____

REQUEST APPROVED BY: _____

APPLICABLE CHARGES IF ANY: _____

DATE INFORMATION SENT: _____