



# CITY OF OVERTON, TEXAS – REQUEST FOR INFORMATION

★ 1200 S. Commerce St. ★ Overton, TX 75684 ★ Phone: 903-834-3171 ★

I, the undersigned, hereby request the custodian of the following described public records of the City of Overton, Texas, to promptly produce said records in accordance with the Texas Public Information Act. I understand there may be charges assessed for duplication and I understand that prepayment prior to preparation of the requested copies may be required. If the City determines that compiling or photocopying the requested documents/records will exceed \$40.00 in charges, a written estimate of charges will automatically be generated and provided to the requestor. I understand that I must respond to the estimate of charges within ten (10) days, in writing, and inform the City whether I will accept the charges or my request for information will be deemed withdrawn.

**CHECK ONE:**

- CITY/ADMINISTRATIVE RECORDS REQUESTED       POLICE DEPARTMENT RECORDS REQUESTED

**PLEASE PRINT ALL INFORMATION:**

Name of Requestor:		Date of request:	
Address:	City:	State:	Zip code:
Daytime phone:	Email address:		

PLEASE LIST ALL DOCUMENTS THAT YOU ARE REQUESTING. Be specific regarding the description of information requested and if applicable include names, dates, and time period. For Police Department requests, list all known information such as case number, name of person(s) involved, location, time of incident, description of vehicle(s) involved and type of offense or incident.


**CHECK ONE REGARDING RETURN FORMAT OF RECORDS :**

- E-mail documents (IF POSSIBLE)     Pick up Police Department Records     Pick up City Records at City Hall  
 I request only to view documents at City Hall       Other \_\_\_\_\_

In making this request, I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552), and the City reserves its right to seek an opinion from the Texas Attorney General with regard to the release of said information, If an Attorney General’s opinion is sought by the City, you will be notified.

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

**SUBMIT REQUESTS TO:**

Rachél Gafford, City Secretary ([rgafford@ci.overton.tx.us](mailto:rgafford@ci.overton.tx.us)) or Fax: 903-834-3171  
P.O. Drawer D, Overton, Texas 75684    Record request questions: 903-834-3171



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## FOR OFFICIAL USE:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Responsible Department(s): \_\_\_\_\_

Response Records Received from Department: \_\_\_\_\_

Date Disclosed to Requestor: \_\_\_\_\_ Fees: \_\_\_\_\_

Necessary for Review by City Attorney: Yes \_\_\_\_ No \_\_\_\_

Date Sent to City Attorney: \_\_\_\_\_

Requires Ruling from Attorney General: Yes \_\_\_\_ No \_\_\_\_

Date Sent to Attorney General: \_\_\_\_\_

Comments:

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