



## CITY OF LEVELLAND REQUEST FOR PUBLIC INFORMATION

Complete and return this form to:

Office of The City Secretary, PO Box 1010, Levelland, Texas 79336

Email: [citysec@levellandtexas.org](mailto:citysec@levellandtexas.org)

### Requestor Information:

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Are you requesting a COPY of the documents?** If so, please mark your delivery preference:

Email ☐ Standard Mail ☐

**Are you requesting to REVIEW the documents?** \_\_\_\_\_ If so, review takes place at Levelland City Hall, 1709 Ave. H, Levelland, Texas

### Description of the Information Requested:

(Note: Describe the information as precisely as you can.)

**Exceptions:** The City of Levelland is prohibited from releasing some types of information. In an effort to expedite your request, please check the box if you agree to exclude or redact from the requested records all of the information found in these exceptions. You may find information about these exceptions at <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>.

I Agree to All of the Exceptions ☐

I Agree to None of the Exceptions ☐

**NOTE:** *The City of Levelland will respond within ten business days to Public Information Act requests. The Public Information Act does not require the City of Levelland to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence. If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act at <http://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This shall serve to notify the general public that this office will receive and comply with its statutory obligations under the Texas Public Information Act. The information will be released only in accordance with the Public Information Act and the City of Levelland reserves the 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 of Levelland, you will be notified in writing. Judicial records (for example, municipal court records) are generally not subject to the Public Information Act. Access to these records is governed by rules established by the Texas Supreme Court and other relevant laws and rules, specifically Rule 12 of the Rules of Judicial Administration. All requests for such records should be made to the Presiding Judge, Levelland Municipal Court, PO Box 1010, 1709 Avenue H, Levelland, Texas Monday-Friday, 8:00am through 5:00pm.

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### -FOR OFFICE USE ONLY-

Date/Time Received: \_\_\_\_\_ Intake Staff: \_\_\_\_\_ Amount due: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Completion Date/Time: \_\_\_\_\_ Completion Staff: \_\_\_\_\_