

**KENDALL COUNTY
PUBLIC INFORMATION REQUEST FORM**

It is the policy of Kendall County to respond to requests for information in accordance with the Texas Public Information Act, Chapter 552, Texas Government Code. In accordance with the Act, each Department Head is the Public Information Officer for his or her department. To expedite production of documents responsive to your Public Information Request (PIR), please direct your request to the appropriate department.

You are also informed that the Public Information Act does not require a governmental entity to do research, create records, or answer questions. It requires the production for inspection and copying of existing records not protected by law.

TO: _____
(Name of Department or Title of Department Head)

I AM REQUESTING THE FOLLOWING INFORMATION: _____

_____ I prefer that I be contacted so that I can inspect documents responsive to my request in person.
_____ I prefer that any documents responsive to my request be mailed to me at the address indicated below. I agree to pay any charges due for reproduction of documents and postage.
_____ If possible, I prefer that documents be sent to me by e-mail at the address indicated below.

SIGNATURE: _____ DATE: _____

NAME: _____ TIME: _____ . M.

CONTACT INFORMATION: _____
(Telephone number and/or E-Mail Address)

(Mailing Address)

PLEASE PRINT ALL REQUESTED INFORMATION CLEARLY

PIR Received by _____ Department
Date of Receipt: _____ Time: _____
Person Receiving PIR: _____