



# CITY OF GALENA PARK

## OPEN RECORDS & PUBLIC INFORMATION REQUEST

VIEWING OR COPY REQUESTED: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Address & Email: \_\_\_\_\_

Requestor's Phone # where they can be reached: \_\_\_\_\_

Case Number (IF ANY): \_\_\_\_\_

Description of Record Requested: \_\_\_\_\_

\_\_\_\_\_

Location of Incident (IF ANY): \_\_\_\_\_

The completed request is to be filed with the City Secretary's Office at City Hall front window. Copies and/or viewing of public records will be scheduled by the City Secretary and you will be advised of that and any costs.

The City Policy and Regulations related to this request, the City's response and costs are posted on the City website and may be obtained at City Hall

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\*CITY USE ONLY\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

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Response Picked Up/Sent by Email By: \_\_\_\_\_ Date: \_\_\_\_\_