



**Request for Public Information**  
 Office of the City Clerk  
[julia.antilley@cosatx.us](mailto:julia.antilley@cosatx.us)

325.657.4405  
 72. W College Avenue  
 San Angelo, TX 76903

**How do I submit a Public Information Request?**

All requests for records MUST be in writing and:

- Reasonably identify the information/records needed
- Include requestor’s contact information
- Be received by the City Clerk, the official custodian of records for the City of San Angelo

There is no specific form required for submitting requests. This form is provided for your convenience, clarity and consistency.

The request needs to be in writing. Possible methods include sending it by email, physical mail, or hand delivering.

CONTACT INFORMATION FOR REQUESTOR			
Name:	_____		
	FULL NAME		
Mailing Address:	_____	_____	_____
	STREET	CITY	STATE ZIP
Email:	_____	Phone   _____	_____

**If possible, please send the requested information by email to the address listed above.**

**INFORMATION REQUESTED**

Please specifically list the requested information, including names, dates and case numbers, if known:

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Feel free to attach additional sheets, if necessary.

The information you requested for copying or inspecting may be protected information under the Texas Public Information Act, Government Code, Chapter 552, which may require a determination by the Office of the Attorney General as coordinated through the Office of the City Attorney related to possible confidentiality prior to its release. If you wish to receive a physical copy of the information requested, you will be charged 10 cents per page. Additional charges may be incurred for non-standard copies or information collected on electronic medium. A deposit or bond shall be required if the estimated charges exceed \$100.00. The Act does not require the City to create new information, compile data, do legal research, answer questions, or deliver electronic information in a particular file type.

REQUESTOR'S SIGNATURE

DATE