



# REQUEST FOR PUBLIC INFORMATION

Requests submitted under the *Public Information Act* are handled by the City Secretary. Requests can be submitted via this form, the City's website ([www.shavanopark.org](http://www.shavanopark.org)), by mail, fax, e-mail, or in person, and must be in writing. All requests should include enough description and detail about the information requested to enable the City to accurately identify and locate the information requested.

Zina Tedford, City Secretary  
City of Shavano Park  
900 Saddletree Court  
Shavano Park, Texas 78231

Email: [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org)  
Phone: 210-581-1116  
Fax: 210-492-3816

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DATE OF REQUEST: \_\_\_\_\_

NAME OF PERSON MAKING REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ITEM(S) OR MATERIAL(S) REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

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## FOR OFFICE USE ONLY

REQUEST RECEIVED BY: \_\_\_\_\_

REQUEST APPROVED BY: \_\_\_\_\_

APPLICABLE CHARGES IF ANY: \_\_\_\_\_

DATE INFORMATION SENT: \_\_\_\_\_