

In accordance with the Public Information Act, Chapter 552 of the Texas Government Code, the City of Leon Valley makes all of its public records available to citizens.

The Public Information Act does not require governmental bodies to create new information, perform legal research, or to answer questions. The request must ask for records or information already in existence. The City of Leon Valley will not comply with a standing request for information to be collected or prepared in the future.

The City of Leon Valley will respond within ten business days to information requests. The City of Leon Valley may collect a fee as prescribed by law or regulation for the requested documents. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. For more information on the Texas Public Information Act, please visit the Texas Attorney General Web site at www.oag.state.tx.us/open/og_faqs.shtml.

All requests must be in writing and directed to the City Secretary, City of Leon Valley, 6400 El Verde Road, Leon Valley, TX 78238 FAX : (210) 684-4476 or may be sent by email to: ORR@leonvalleytexas.gov

Name of Person Making Request:	
Address:	
City/State/Zip Code:	
Phone Number:	
Signature:	

Please provide a detailed description of the information sought (be as specific as possible):

- (Check one)**
- (a) I request paper copies
 - (b) I request digital copies on diskette or via email to _____
 - (c) I request only to view at City Hall/Public Works/Police Department (*circle one*)
 - (d) Other (please explain in detail) _____

The information requested will be processed in accordance with the Texas Public Information Act.