

# City of Memphis

721 Robertson  
Memphis, Texas 79245

## PUBLIC INFORMATION REQUEST

NAME OF PERSON REQUESTING INFORMATION:

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ADDRESS AND PHONE NUMBER:

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DATE AND TIME OF REQUEST:

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DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED:

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\_\_\_\_\_  
Signature of Person Requesting Information

Office Use Only

DATE: \_\_\_\_\_

CUSTODIAN OF RECORDS: \_\_\_\_\_

PERSON ACTING FOR CUSTODIAN OF RECORDS: \_\_\_\_\_

ACTION BY STAFF: \_\_\_\_\_

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*If the officer for Public Information cannot produce public information for inspection or duplication within ten business days after the date the information is requested, the officer is to certify that fact in writing to the requester and set a date and hour within a reasonable time when the information will be available for inspection or duplication.*