



Ways to Submit Your Request

ONLINE FORM

cityofkennedale.com/request

EMAIL

citysecretary@cityofkennedale.com

MAIL OR IN-PERSON DELIVERY

ATTN: City Secretary

405 Municipal Drive

Kennedale, TX 76060

FAX

817-478-7169

This form can be used to request records from the City of Kennedale. Only written requests trigger a governmental body's obligations under the Public Information Act (PIA). In accordance with the PIA (texasattorneygeneral.gov/open-government), records will be provided as soon as time allows. If the request requires more than ten (10) business days or an opinion must be sought from the Office of the Attorney General, you will be notified. The City Secretary's Office does NOT provide Police Records (such as accident and incident reports). To request records from KPD, call 817-985-2160, X2219 or visit cityofkennedale.com/KPDrecords.

NAME _____ PHONE _____

ADDRESS _____ CITY, STATE, ZIP _____

EMAIL _____

DAYTIME PHONE _____ FAX NUMBER _____

I am requesting the following information/documents, and understand that, Pursuant to §552.2615 of the PIA, there may be charges for copies of public records, and that payment may be required prior to the discovery and/or release of any responsive documents.

PLEASE BE AS SPECIFIC AS POSSIBLE AND INCLUDE A DATE RANGE, IF APPROPRIATE.

DATES OF INTEREST: _____ THROUGH _____

PREFERRED METHOD OF FULFILLMENT: EMAIL PICK UP FAX MAIL (COSTS MAY APPLY)

SIGNATURE OF REQUESTOR _____

DATE OF REQUEST _____

NOTES:

—FOR OFFICE USE ONLY—

DATE REC'D	
+10 BUS. DAYS =	
REC'D BY	
COST	
PAID?	<input type="checkbox"/> Y <input type="checkbox"/> N
ATTNY REVIEW?	<input type="checkbox"/> Y <input type="checkbox"/> N
AG RULING?	<input type="checkbox"/> Y <input type="checkbox"/> N
FULLFILLMENT DATE	
STAFF INITIALS	

**SUBMIT FORM TO: CITY SECRETARY; 405 MUNICIPAL DRIVE; KENNEDALE, TX 76060
 CITYSECRETARY@CITYOFKENNEDEALE.COM | 817-985-2104 | FAX: 817-478-7169**