

OPEN RECORDS

TEXAS PUBLIC INFORMATION ACT REQUEST PROCEDURES

Requests for public information (formally known as Open Records Requests) are handled in accordance with the Texas Public Information Act, Texas Government Code § 552.01 (et seq).

All requests for public information should be submitted to Forest Hill Public Library District. This procedure allows the library to accurately document the date each request is received and respond to the requestor promptly. If the request cannot be produced within ten (10) business days, the requestor shall be notified of the delay and provided a reasonable date and time when the information is expected to be available.

Procedures for making a request: Complete a Public Information Request Form. The request must ask for records or information already in existence. The Act does not require the library to create new information, to do legal research, or to answer questions.

Charges to the requestor: A person can ask to view the information, receive copies of the information, or both. The library will assess copying and/or compiling fees based on current fees we charge for making copies. If charges should occur, the payment must be received at time of documents being delivered.

Responsibility of the requestor: Any person who requests public information has the responsibility to submit the Public Information Request Form to the Forest Hill Library by one of the following:

- Submit the **Public Information Request Form** to Forest Hill Library by one of the following:
 - Mail – Forest Hill Public Library District, 6962 Forest Hill Dr, Forest Hill, Texas 76140
Attention: Administrative Assistant
 - Fax - (817) 551-6368
 - Email – fhplstaff@gmail.com
 - Walk-In - Forest Hill Public Library District, 6962 Forest Hill Dr, Forest Hill, Texas 76140

Cooperate with the library's reasonable requests to clarify the type or amount of information that is requested

The library shall promptly release requested information that is not confidential by law.

