# PUBLIC INFORMATION REQUEST FORM

Human Resources Management Department

### Step 1

Complete the Public Information Request Form on the next page.

### Step 2

Send the form via:

• Email: Save the pdf file, then send via email to <a href="https://email.com/HRServices@traviscountytx.gov">HRServices@traviscountytx.gov</a>

• Mailing Address: 700 Lavaca St., Suite 420

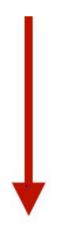
Austin, TX 78701 P.O. Box 1748

• Fax Number: 512-854-4203

#### Step 3

Per Government Code § 552.221 (d), the Human Resources Management Department will respond to your request within 10 business days after the date of receipt.

# **SEE FORM BELOW**



Human Resources Management Department		PUBLIC INFORMATION REQUEST FORM				
Travis County, TX (Apr	11 2019)					
Requester's Name				Telephone N	lumber	
Name of Business						
Address	(P.O. Box, Street, etc.)	(City)	(State	)	(Zip C	ode)
Email Address			Select Cor	Contact Preference		
			Ema	ail Pho	one	Mail
Description of Inform	mation					
·						
						_
			\	Written Request Attached?		?
				Yes	No	
Requester's Signatu	re	Date				