

# OPEN RECORDS REQUEST

Filling out this form will assist our office in responding to your request  
 Fields in this form can be filled electronically. Click on each field to type in your information, then save this document to your hard drive or print it.

NAME

CONTACT INFORMATION

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

INFORMATION REQUESTED

DATE SUBMITTED

Please note that the City may charge reasonable fees for providing copies of public information, these may include:

- Standard copies: \$.10 per page
- Personnel time: \$15.00 per hour
- Postage

The City may require that you sign an agreement to pay if total costs are estimated to exceed \$40.00. The City may also require that you provide a deposit if total costs are estimated to exceed \$100.00.

For a full explanation of your rights and the City's responsibilities under the Texas Public Information Act please visit the Attorney General's website [www.oag.state.tx.us](http://www.oag.state.tx.us)

**For office use only:**

Fee estimate:

Description of item	X	Cost per item	=	Total
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
			<b>TOTAL</b>	_____

Total over \$40.00: estimate letter sent \_\_\_\_\_ agreement to pay received \_\_\_\_\_  
 Total over \$100.00: deposit received \_\_\_\_\_