

OPEN RECORDS REQUEST FORM



From: (Please print)

Name of *Requestor*: _____

Address (city, state, zip): _____

Telephone No. () _____ Fax No. () _____

TO: Custodian of Records for the City of Taylor

Date Requested: _____ Your request will be filled within ten business days.

Pursuant to Government Code, Section 551.001, I am requesting public records, specifically:

How would you like the information made available to you?

_____ **MADE AVAILABLE TO ME FOR EXAMINATION ONLY.** I understand that if the documents are not readily available, the custodian may schedule a date and hour within a reasonable time for my examination of the documents.

_____ **PHOTOCOPIED** for my use where the information sought is in the form of paper (see reverse side for charges).

_____ **DUPLICATED** for my use where the information sought is in the form of a medium other than paper. (see reverse for charges).

_____ **E-MAILED** to me at this email address: _____

_____ **MAILED** to this address: _____

_____ **FAXED** to me at the number indicated above (see reverse for charges).

_____ **PICKED UP** by me at City Hall, 400 Porter Street.

- In compliance with Section 552.2615 of the Texas Government Code, if it is determined that your request will cost more than \$40.00 to complete the City will provide you with an initial itemized estimate of the charge for providing you the requested information.

- A request for copies that results in more than 50 pages may be assessed charges for labor, overhead (which is calculated as a percentage of the total labor), and materials.

I agree to pay the costs of photocopying, duplication, the labor costs involved in retrieving information that is not readily available, and the cost of mailing or faxing. In the event the estimated labor costs exceed \$6.00, I agree to pay the estimated labor costs prior to retrieval of the information.

I understand that the City of Taylor may withhold information which is not considered public information under the Texas Open Records Act. I also understand that the City of Taylor is required to release only those documents that exist, in their current state, and that the City is not required to compile or create specific information or formats for my use. I also agree to the redaction of dates of birth if the information requested contains those dates.

_____ Signature (Required)

Revised Aug 2018

To be completed by City official only:

<u>Charges Per Item</u>	<u>Number</u>	<u>Total</u>
Standard paper copy	_____ @ \$.10/per side of page	\$ _____
Oversized paper copy (i.e. legal size)	_____ @ \$.50/per side of page	\$ _____
Non-standard size copy:		
Diskette	_____ @ \$1.00/each	\$ _____
CD	_____ @ \$1.00/each	\$ _____
Flash Drive	_____ @ \$ actual cost of device	\$ _____
Fax Charges:		
Local call	_____ @ \$.10/page	\$ _____
Long Distance call	_____ @ \$1.00/page	\$ _____
Personnel Charges:	_____ hours @ \$15.00/hour	\$ _____
<small>(Applied only when the request is 51 or more pages long or when acquisition requires retrieval from a different location.)</small>		
Postage/Shipping Charges:	Actual Cost	\$ _____
Other costs (explain): _____		\$ _____
TOTAL DUE:		\$ _____

Among other obligations, the City government is required to:

- Inform requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
- Request a ruling from the office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body;

If you would like more information on the Public Information Act, you can go on-line to www.oag.state.tx.us.