

REQUEST FOR PUBLIC RECORD

I, _____, hereby request a copy of the following record(s):

- City Charter/Section of City Charter _____ City Ordinance (Number) _____
- City Resolution (Number) _____ Subdivision Plat _____
- Minutes from Meetings _____ Personnel Records _____
- Other (Use Additional Pages if Necessary) _____

If I have requested a copy, I agree to pay copy charges of .10 cents per page unless there are more than fifty pages, in which case the City has the right to charge \$ 15.00 per hour for labor. The City may require a deposit or bond if the estimated charge for producing copies of the requested records exceeds \$ 100.00.

Signature of Requester: _____

Mailing Address: _____

Telephone/Fax Numbers: _____

E-Mail Address: _____

Note: Response will be made within ten (10) days of date of request, unless records are not easily accessible, whereby the City shall notify requestor when the records will be available.

FOR OFFICE USE ONLY

Request received by: _____ **Date:** _____

- Complete response as requested has been provided on _____; copy of document issued attached hereto
- Request denied because record(s) not subject to the Open Meeting Act
- Request has been or will be submitted to the Texas Attorney General for an opinion
- Information does not exist
- Other: _____

Signature of City Official Providing Record(s): _____ **Date:** _____

Signature of Person verifying that he/she received an exact copy of the Record(s) that is attached hereto:

Signature: _____ **Date:** _____ **Time:** _____

Document was mailed to Requester on _____

Document was faxed to Requester on _____ (Attach confirmation sheet to verify date and time)