

CITY OF LOWRY CROSSING
972-542-8678
REQUEST FOR PUBLIC RECORDS

DATE: _____ **PHONE:** _____

NAME: _____

ADDRESS: _____

SIGNATURE: _____

INFORMATION REQUESTED UNDER THE TEXAS OPEN RECORDS ACT, TEXAS GOVERNMENT CODE, CHAPTER 552. Copies will be \$.10 per page up to 50 pages, for 51 or more pages, the charge shall be \$.10 per page plus personnel time for standard size copies, nonstandard size copies will be more (per the Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule 111.63). Information requiring extensive research will be charged \$15.00 per hour, audio cassettes will be \$1.00 each.

Please be specific, or clarification will be required.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Records MUST exist; no files will be created.

Are you willing to pay for the necessary time to research this request where such charges are allowed by law? ___ Yes ___ No

If no, please explain _____

The City of Lowry Crossing will strive to furnish all information that is approved within ten (10) working days from the date of the request, depending upon the work load of employees and complexity of items requested.

COPIES PICKED UP BY: _____

DATE: _____ **AMOUNT DUE:** _____

DATE COMPLETED: _____ **DATE NOTIFIED** _____

COMPLETED BY: _____