



REQUEST FOR PUBLIC RECORDS

DATE _____ PHONE _____

NAME _____

ADDRESS _____

CITY/ST/ZIP _____

EMAIL _____

SIGNATURE _____

INFORMATION REQUESTED UNDER THE TEXAS OPEN RECORDS ACT, TEXAS GOVERNMENT CODE, CHAPTER 552. Please be specific, or clarification will be required.

1. _____

2. _____

3. _____

4. _____

5. _____

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)., audio cassettes will be \$4.75 each.

- Active records MUST exist; no files will be created.
 - Information requiring extensive research will be charged \$15.00 per hour.
 - Do you wish to be notified of the time estimate for research? ___ Yes ___ No
 - Are you willing to pay for the necessary time to research this request? ___ 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 workload of employees and complexity of items requested.

<p>COPIES PICKED UP BY _____</p> <p>DATE _____ AMOUNT DUE _____</p> <p>DATE COMPLETED _____ DATE NOTIFIED _____</p> <p>COMPLETED BY _____</p>
