

Request for Disclosure of Public Records



**City
Administration
Department**

All request must be in writing and directed to the City Administrator, 105 N. Harborth Ave,
PO Box 398, Three Rivers, Texas 78071. Phone (361) 786-2528 // Fax (361) 786-3281 // tsalazar@citytrtx.com

Requestor Contact Information

Date of Request:	Phone:
Name:	Email:
Mailing Address:	
City	State / Zip

Description of Information Requested

Please use as much detail as possible and note that you can only request existing records, i.e., no compiling or creating of records will be performed.

Requestor Certification

By submission of this document, I am requesting the information stated below and certify that I understand some records may be subject to non-disclosure under the Texas Public Information Act, Government Code Chapter 552, and other laws. I acknowledge that any copy request of 51 pages or more requiring gathering or compilation will be charged at the rate of \$15.00 per hour for the time required to fulfill my request. If copy charges exceed \$40.00, you will be provided with an itemized estimate of charges. In some instances, a deposit for payment of anticipated costs may be required. I further understand that the additional fees may be charged per request to cover the cost of reproduction.

Please check the appropriate boxes:

I wish to inspect I wish to have copies Other: _____

Signature of Requestor: _____ Date: _____

To Be Completed by the City

Date Received: _____ Accepted By: _____

Date Disclosed to Requestor: _____ Amount Due: _____ Paid: Y / N

Released By: _____

Request for Disclosure of Public Records



City Administration Department

<u>Charges Per Item</u>	<u>Number</u>	<u>Total</u>
Standard paper copy	_____ @ \$.10/per side of page	\$ _____
Oversized Paper copy (legal size or larger)	_____ @ \$.50/per side of page	\$ _____
Email	_____ @ no additional fees	\$ _____
Fax charges:	_____ @ \$1.00/per page	\$ _____
Personnel charges:	_____ @ \$15.00/hr	\$ _____
Postage Charges:	_____ @ Actual cost	\$ _____
Other costs (explain): _____		\$ _____
	TOTAL DUE:	\$ _____

Please reference www.oag.state.tx.us for additional information on the Public Information Act.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

