

# City of George West



406 Nueces Street • George West, Texas 78022  
Phone 361-449-1556 • Fax 361-449-3030

## OPEN RECORDS REQUEST FORM

**From:**

Name: \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

Telephone No. (     ) \_\_\_\_\_ Fax No. (     ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**TO: Custodian of Records of the City of George West**

Date Requested: \_\_\_\_\_

Your request will be filled within 10 business days  
unless an opinion from the Attorney General is needed.

**For Office Use Only:**

Request filled by: \_\_\_\_\_

Cumulative hours for this request  
since received: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **MAKE 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 reasonable time for my examination of the documents. I understand that I must complete my examination within ten days of the date the records are made available to me.

\_\_\_\_\_ **PHOTOCOPIED** for my use where the information sought is in the form of paper (see second page for charges).

\_\_\_\_\_ **DUPLICATED** for my use where the information sought is in the form of audiotapes, videotapes, computer tapes, or other similar recording systems (see second page for charges).

\_\_\_\_\_ **MAILED** to me at the address indicated above (see second page for charges).

\_\_\_\_\_ **EMAIL** to me at the email address indicated above (see second page for charges).

\_\_\_\_\_ **FAXED** to me at the number indicated above (see second page for charges).

\_\_\_\_\_ **PICKED UP** by me or my representative at the City Hall in George West, Texas, 406 Nueces Street (see second page for charges).

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 and faxing. In the event the 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 George West may withhold information which is not considered public information under the Texas Open Records Act. I also understand that the City of George West is not required to compile or create specific information or formats for my use.

\_\_\_\_\_ Signature Required

May 2016

**To be completed by City of George West official only:**

Per the George West, Texas Code of Ordinances, Section 2-2: *Costs and Fees*. All requests made to the Officer of Public Information shall be charged a fee for each copy made in compliance with the request. Such fee is established by the general services commission. A fee of \$5.00 per credit card transaction according to Section 70.3(1) of the Texas Administrative Code Title 1 Chapter 70 will be assessed.

<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	\$ _____
Non-standard Size Copy:		
Diskette	_____ @ \$1.00/each	\$ _____
CD	_____ @ \$7.00/each	\$ _____
Fax Charges:		
Local Call	_____ @ \$.10/per page	\$ _____
Long Distance Call	_____ @ \$1.00/per page	\$ _____
Personnel Charges:		
_____	_____ @ \$15.00/per hour	\$ _____
(Applied only when the request is 51 or more pages long or when acquisition requires retrieval from a different building.)		
Postage/Shipping Charges:	Actual Cost	\$ _____
Other Costs (explain): _____		\$ _____
<b>TOTAL DUE:</b>		<b>\$ _____</b>

Among other obligations, the City of George West is required to:

- Inform requestor if the information cannot be provided promptly any set a date and time to provide it within a reasonable time;
- Request a ruling from the Office of the Attorney General regarding and 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.

The Requestor may:

- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested;
- Cost of Records –
  - You must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request is considered to be automatically withdrawn;
  - If estimated costs exceed \$100.00, the governmental body may require a bond, prepayment or deposit;
  - Make timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

If you would like more information on the Public Information Act, you can go on-line to [www.oag.state.tx.us](http://www.oag.state.tx.us).