

# OPEN RECORDS REQUEST FORM



**From:**

**Office: 254-947-5060**

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

**Fax: 254-947-5061**

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

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

**TO: Custodian of Records**      E-mail Address: \_\_\_\_\_

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 requester since received: \_\_\_\_\_

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

\_\_\_\_\_ **MADE 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 a 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 reverse side 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 reverse for charges).

\_\_\_\_\_ **MAILED/EMAILED** to me at the address indicated above (see reverse for charges).

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

\_\_\_\_\_ **PICKED UP** by me or my representative at the Village office, 301 N. Stagecoach Rd., Salado, TX 76571.

Date Reviewed: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Date Completed: \_\_\_\_\_  
Date Mailed/Emailed: \_\_\_\_\_  
Date Faxed: \_\_\_\_\_  
Date Picked Up: \_\_\_\_\_  
*See reverse for information about fee and 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 or faxing. In the event the estimated labor costs exceed \$6.00, I agree to pay the estimated labor costs prior to retrieval of the information.

I understand that the Village of Salado may withhold information which is not considered public information under the Texas Open Records Act. I also understand that the Village of Salado is required to release only those documents that exist, in their current state, and that the Village is not required to compile or create specific information or formats for my use.

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

Revised 04.10.2019

**To be completed by Village official only:**

<u>Charges Per Item</u>	<u>Number</u>	<u>Total</u>
Standard paper copy	_____ @ \$.10/per side of page	\$ _____
Oversized paper copy (i.e. legal size)	_____ @ \$.50/per side of page	\$ _____
Non-standard size copy:		
Diskette	_____ @ \$1.00/each	\$ _____
CD	_____ @ \$1.00/each	\$ _____
Fax Charges:		
Local call	_____ @ \$ .10/page	\$ _____
Long Distance call	_____ @ \$1.00/page	\$ _____
Personnel Charges:		
_____	@ \$15.00/hour	\$ _____
(Applied only when the request is 51 or more pages long or when acquisition requires retrieval from a different location.)		
Postage/Shipping Charges:	Actual Cost	\$ _____
Other costs (explain): _____		\$ _____
<b>TOTAL DUE:</b>		<b>\$ _____</b>

Among other obligations, the Village government is required to:

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

1. 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;
2. Cost of Records –
  - A. 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;
  - B. If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees) the governmental body may require a bond, prepayment or deposit;
  - C. You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges;
  - D. 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 online to

[www.oag.state.tx.us](http://www.oag.state.tx.us).

**This fully executed copy is your receipt.**