

**PUBLIC INFORMATION REQUEST** 

Date of Re	Provide Information by: (Please check one of the following and provide the								
Name:	Mr. Mr. M	Irs. Ms.		necessary i					
- Address:	FIRST	M.I.	LAST	Mail Pick Up					
	City	State	Zip Code	Fax to		(	)	_	
Phone #:	( )	-							
. <u> </u>									

Signature

This shall serve to notify the general public that this office will receive and comply with its statutory obligations under the Texas Public Information Act, Section 552.01 *et seq.* Texas Government Code. Under the expressed provisions of the Public Information Act, records of judiciary (municipal court) are not included in a request for public information. *Sections 552.003 and 552.0035*, Texas Government Code. All requests for information or document(s) concerning the judicial records and/or court proceedings are governed by Supreme Court Administrative Rule 12 and Article I, Section 13 Texas Constitution.

(See reverse side for list of charges.)

## PUBLIC INFORMATION CHARGES WORKSHEET

		<u>Number</u>	Cost
Standard-size paper copies (esti	imated)	@ \$0.10/per page	\$
Nonstandard-size copies:			
Diskette		@ \$1.00 each	\$
VHS Video Cassette		@ \$2.50 each	\$
Audio Cassette		@ \$1.00 each	\$
Paper (oversized)		@ \$0.50/per page	\$
Personnel Charges (estimated) Overhead Charges	@ \$15.00/per hour	\$	
(20% of total personnel cha	ırge)	x 20%	\$
Postage/Shipping Charge (actua	al cost)		\$
Other charges as outlined below	<i>v</i> :		
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ТОТ	\$ icable on public records.		
	For City of Ka	ufman Use Only.]	
Received by:		ullian Ose Omyoj	
Initia	als Date	Dept. Head Da	ate
		Approved:	Yes No
City Secretary's	Signature	Date Approved	
*City Manager's	s Signature	Date Approved Approved	Yes No
*All Onen Records Requests mu	et he annroved hy the City	Manager before the information is relea	eed
	500 uppro.ea ~, ,		564.
Completed by:		Mailed Pic	eked Up 📄 Faxed
Date	Signature	(Check appropria	ate box.)
If Request is picked up:			
Date Picked Up		Signature of Person Picking Up Reque	
Date rickey Op		Signature of reison ricking Op Reque	281