

OPEN RECORDS REQUEST

Your Name: _____ Date: _____

Mailing Address: _____ Phone: _____

_____ E-mail: _____

Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request the following information currently existing in the records of the City of Manvel, Texas:

Please provide detailed information about what type(s) of information and/or documents you want to receive. NOTE: The more information you give us about what information you want, the easier it will be for us to comply with your request.

I wish to receive copies of the requested information. I understand that there will be a charge for this request based on the schedule of fees on the reverse side of this form. I also understand that all fees must be paid at time of delivery. (An *estimate* of what will be charged will be provided to you in advance.)

I will pick up the copies. Please e-mail me send me a letter when they are ready.

I **do not** want copies, but wish to inspect the originals of the requested information. Please e-mail me send me a letter with information on when they will be available for inspection, and how to schedule an appointment for this.

In making this request, I understand that the City of Manvel is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the City of Manvel has ten (10) business days in which to request such a determination.

Your Signature

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Received by:	Date Received:	Processed by:
Request Completed by:		Date of Contact (Requestor):

FEES FOR OPEN RECORDS REQUESTS

CHARGES

Standard size paper copy	\$.10/page
Non-standard size paper copy (Up to 11" x 17")	\$.50/page
Paper copy larger than 11"x17"	Actual Cost
Audio cassettes or CD	\$1.00/tape
Microfiche paper copy	\$.10/page
Remote document retrieval charge	Actual Cost
Fax Charges	
Local	\$.10/page
Long Distance (same area code)	\$.50/page
Long distance (diff. area code)	\$1.00/page
Postage	Actual Cost
Handling Fee (for all items mailed)	\$2.00
Clerical Time**	\$15.00/hour
Overhead (if clerical time is charged)	20%

**For productions of 50 copies or more; for retrieval off-site or if copying must be done off-site.

EXTERNAL REQUEST PROCEDURE

All information requests by the public for official documents from the City of Manvel should be directed through the City Secretary's office. To request information, please fill out the OPENS RECORD REQUEST FORM and submit it to the City Secretary at PO Box 187, Manvel, TX 77578. Every effort is made to supply this information as quickly as possible. If the information cannot be produced for inspection or duplication within 10 business days after receipt of the request, the City will certify in writing a reasonable time when the information is available.

PRODUCTION OF RECORDS

Records are normally available in paper form. The requestor will be notified when the records are available so s/he can arrange to pick-up the records from City Hall.

Records consisting of more than ten (10) pages **cannot** be sent via fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

Records can be sent by mail, provided the requestor prepays all charges, including postage and handling fee.

DENIAL OF INFORMATION

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. You can contact our office for further information or contact the Texas Attorney General's website at:

<http://www.oag.state.tx.us/opinopen/opengovt.shtml>