

Office of the City Secretary

P.O. Box 247 • Elmendorf, TX 78112

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NOTICE: UPON RECEIPT OF A REQUEST FOR INFORMATION, THE CITY OF ELMENDORF HAS TEN (10) BUSINESS DAYS IN WHICH TO RELEASE THE INFORMATION TO THE REQUESTOR OR REQUEST AN OPEN LETTER RULING FROM THE TEXAS ATTORNEY GENERAL.

| Elmendorf, TX Rev. 02/2017 | | PUBLIC RECORDS REQUEST FORM | |
|---|-----------------------------|--|--------------------------|
| Requester's Name/Name of Business | | Telephone# | |
| Email Address | | | |
| Address | | | |
| Description of Information | | | |
| | | | |
| | | | |
| | | | |
| Requested By: | | Would you like documents emailed free of charge? | |
| Requestor's Signature _____ | | Date _____ | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| For Office Use Only | | | |
| Is requested information considered an open record? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain on reverse side of this form. | | | |
| | # of copies, hours, etc. | Item/Unit Price | Extended Item/Unit Price |
| Copies | | | |
| -Standard-size from page originals..... | | @ \$.10/page | \$ |
| -Rewritable/Non-writable CDs (CD-RW & CD-R)..... | | @ \$ 1.00/each | \$ |
| -Audio Cassette..... | | @ \$ 1.00/each | \$ |
| -Postage/Shipping Charges..... | | @ \$ Actual Cost | \$ |
| -Other Charges (Photographs, misc. supplies, etc.) (Description: _____)..... | | @ \$ Actual Cost | \$ |
| TOTAL CHARGES: | | | \$ |
| Fees Computed By | | | Date |
| Release of Information and Fee Assessment Approved By (Department Head/Designated Signer) | | | |
| Information/Documents Received By | | | Date |