

CITY OF VICTORIA REQUEST FOR RECORDS

Person requesting records:

Name

Representing (if applicable)

Address

City, State, Zip Code

Home Phone Number

Work Phone Number

Request to which Department: _____

Describe in detail the information you are requesting, including dates/locations if known: _____

NOTE:

- 1. If the information requested is not immediately available, you will be notified of a time and place to obtain the information within 10 business days.
- 2. Original copies of records may not be removed from the City offices.
- 3. The fee for copies of documents is \$.10 per page, plus, if more than 50 pages are requested, \$18.00 per hour of time spent by City personnel in locating and preparing copies (includes overhead charges).
- 4. If a request requires computer programming, programmer services will be charged to the requestor at the rate of \$34.20 per hour, if an in-house City programmer is available (includes overhead charges).
- 5. Other charges will apply as authorized by the Texas General Services Commission or Chapter 24 of the Victoria City Code.

(if checked) - Expedited Handling - Request is automatically amended to eliminate information considered by City representatives to be privileged or non-releasable pursuant to Texas Public Information Act (waives right to submission to Texas Attorney General).

Date

Signature of Requestor

FOR CITY USE ONLY

Employee receiving request form: _____ Date Received: _____

Employee supplying information to Requestor: _____ Date Supplied: _____

If forwarded to City Attorney, Department head authorization: _____

Signature and Date

Applicable Exceptions: (include reasons; use additional paper if necessary)

Legal Department: Approved _____ Denied _____ Date: _____ Initials: _____
Comments:

Fee Estimate: copies \$ _____ + admin & programming \$ _____ + postage \$ _____ + other costs \$ _____ = Total \$ _____