

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

WHEN COMPLETED, FAX TO THE LEGAL DEPARTMENT: 3 6 1 / 4 8 5 - 3 5 3 4

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 \$ _____