



CITY OF ROCKDALE, TEXAS – OPEN RECORDS REQUEST

★ 505 West Cameron Avenue ★ Rockdale, TX 76567 ★ Phone: 512-446-2511★

Among other obligations, the City government is required to:

- Inform requestor if the information cannot be provided promptly and set a date and time to provide it within a reasonable time;
- Request a ruling from the office of the Attorney General regarding any information the governmental body wishes to withhold, and send a copy of the request for ruling, or a redacted copy, to the requestor;
- Make a good faith attempt to inform third parties when their proprietary information is being requested from the governmental body.

The Requestor may:

- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested;
- Cost of Records –
 - You must respond to any written estimate of charges within 10 days of the date the governmental body sent it or the request is considered to be automatically withdrawn;
 - If estimated costs exceed \$100.00 (or \$50.00 if a governmental body has fewer than 16 full time employees), the governmental body may require a bond, prepayment or deposit;
 - You may ask the governmental body to determine whether providing the information primarily benefits the general public, resulting in a waiver or reduction of charges;
 - Make timely payment for all mutually agreed charges. A governmental body can demand payment of overdue balances exceeding \$100.00, or obtain a security deposit, before processing additional requests from you.

If you would like more information on the Public Information Act, go on-line at www.oag.state.tx.us.

FOR OFFICIAL USE:

Date Received: _____ Received By: _____

Responsible Department(s): _____

Response Records Received from Department: _____

Date Disclosed to Requestor: _____ Fees: _____

Review by City Attorney: Yes ___ No ___ Date Sent to City Attorney: _____

Ruling from Attorney General: Yes ___ No ___ Date Sent to Attorney General: _____

CHARGES PER ITEM	QUANTITY	PRICING	TOTAL
Standard paper copy		\$0.10/per side of page	
Oversize paper copy		\$0.50/per side of page	
Diskette		\$1.00/each	
CD		\$7.00/each	
Fax charge – local call		\$0.10/page	
Fax charge – long distance		\$1.00/page	
Personnel charges **		\$15.00/hour	
Postage/Shipping charges		ACTUAL COST	
Other costs			

** Applied only when the request is 51 or more pages OR when acquisition requires retrieval from a different location.

TOTAL DUE: \$ _____