



# CITY OF ROCKDALE, TEXAS – OPEN RECORDS REQUEST

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

I, the undersigned, hereby request the custodian of the following described public records of the City of Rockdale, Texas, to promptly produce said records in accordance with the Texas Public Information Act. I understand there may be charges assessed for duplication and I understand that prepayment prior to preparation of the requested copies may be required. If the City determines that compiling or photocopying the requested documents/records will exceed \$40.00 in charges, a written estimate of charges will automatically be generated and provided to the requestor. I understand that I must respond to the estimate of charges within ten (10) days, in writing, and inform the City whether I will accept the charges or my request for information will be deemed withdrawn.

**PLEASE PRINT ALL INFORMATION:**

Name of Requestor:		Date of request:	
Address:	City:	State:	Zip code:
Daytime phone:	Email address (optional):		

PLEASE LIST ALL DOCUMENTS THAT YOU ARE REQUESTING. Be specific regarding the description of information requested and if applicable include names, dates, and time period. For Police Department requests, list all known information such as case number, name of person(s) involved, location, time of incident, description of vehicle(s) involved and type of offense or incident.


**CHECK ONE REGARDING RETURN FORMAT OF RECORDS :**

- E-mail documents (IF POSSIBLE)   
 Pick up records at City Hall   
 Mail records to above address  
 I request only to view documents at City Hall   
 Other \_\_\_\_\_

In making this request, I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing/ongoing request for information. I further understand that copies of the information will be released only in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552), and the City reserves its right to seek an opinion from the Texas Attorney General (AG) with regard to the release of said information. If an Attorney General's opinion is sought by the City, you will be notified.

*Important Note: In an effort to expedite your request, please check the box(es) if you agree to exclude information as defined in the category exclusions list or as indicated below.*

I AGREE to authorize the City to exclude any and all information that may be considered confidential by law, per the Public Information Act, Section 552, of the Local Government Code:  YES     NO

I AGREE to authorize the City to redact (omit) any attorney/client communication:  YES     NO  
The City may seek an opinion from the AG as it relates to Attorney/Client communication and by checking "yes" you agree to have any such information excluded in responding to this request without an opinion from the AG.

Signature of Requestor: \_\_\_\_\_

**SUBMIT REQUESTS TO:**

City Secretary ([citysecretary@rockdalecityhall.com](mailto:citysecretary@rockdalecityhall.com)) or Fax: 512-446-6258

P.O. Box 586, Rockdale, Texas 76567

Record request questions: 512-446-2511



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### 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](http://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		\$1.00/each	
DVD		\$3.00/each	
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:** \$ \_\_\_\_\_