

REQUEST FOR PUBLIC RECORDS

E-MAIL: DeputyCitySecretary.tmonk@princetontx.us
FAX: 972-734-2548
MAIL: City of Princeton, Deputy City Secretary's Office, 123W.PrincetonDr.,Princeton, Texas 75407

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Print Name: _____ Signature: _____

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552. Please be specific or clarification will be required.

1. _____
2. _____
3. _____
4. _____

Police and Fire Reports will be \$5.00 and Copies will be \$.10 for each page up to 50 pages. For 50 or more pages, the charge shall be \$.10 for each page plus personnel time. (Standard size copies, nonstandard size copies are more) (Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule §111.63) Any Records Request paid by phone with a credit card will be charged a \$1.50 convenience fee.

- Active records must exist; no compiling or creation will be made.
- Information requiring extensive research will be charged \$15.00 per hour.
- Do you wish to be notified of the estimated time for research? Yes _ No _
- Are you willing to pay for the necessary time to research this request? Yes ___ No ___

The City will strive to furnish all information that is approved within ten (10) working days depending upon the workload of employees and complexity of items requested.

The numbers of minutes spent to fill this request are listed below:

Administration Police Fire Municipal Court Development Other

For a CUMULATIVE TOTAL of _____ Minutes.