

CITY OF WHITE OAK
 OPEN RECORDS/INFORMATION REQUEST FORM
 UNDER THE TEXAS PUBLIC INFORMATION ACT (TPIA)

All requests must be in writing and directed to the City Secretary, City of White Oak, 906 S. White Oak Rd., White Oak, TX 75693, Fax: 903.297.3452, e-mail: mhart@cityofwhiteoak.com. Please Print or type:

Name of person making request:	
Address:	
City/State/Zip Code:	
E-mail address:	
Phone Number:	
Date of Request:	

Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request the following information currently existing in the records of the City of White Oak, Texas:

Detailed Description of Information Sought (please be as specific as possible):

I would like my request to be: (choose one)

	MADE AVAILABLE TO ME FOR EXAMINATION ONLY. I understand that if the documents are not readily available, the custodian may schedule a date and hour within a reasonable time for my examination of the documents. I understand that I must complete my examination within ten days of the date the records are made available to me.
	PHOTOCOPIED for my use where the information sought is in the form of paper. (see attached for fee schedule)
	DUPLICATED for my use where the information sought is in the form of any type of digital means.

I would like my request to be: (choose one)

	MAILED to me at the address indicated above. (see attached for fee schedule)
	E-MAILED to me at the e-mail address indicated above.
	FAXED to me at the fax number indicated above.
	PICKED UP by my representative or me.

I agree to pay the costs of photocopying, duplication, the labor costs involved in retrieving information that is not readily available, and the cost of mailing. In the event the estimated labor costs exceed \$6.00, I agree to pay the estimated labor costs prior to retrieval of the information

I understand that the City of White Oak may withhold information which is not considered public information under the Texas Public Information Act, accompanying Attorney General Opinions, and case law. I also understand that the City of White Oak is required to release only those documents that exist, in their current state, and that the City is not required to compile or create specific information or formats for my use.

For completion by City only:

Received by:	Date Received:	Request Completed By:
Date of Contact (Requestor):	Notes:	

ITEM DESCRIPTION	FEE AMOUNT	# OF ITEM	TOTAL AMOUNT DUE
Standard size paper copy	\$.10/page		
Non-standard size paper copy (11"x17")	\$.50/page		
Paper copy larger than 11" x 17"	Actual Cost		
Postage	Actual Cost		
Clerical Time*	\$15.00/hour		
Overhead (if clerical time is charged)	20%		

*For productions of 60 copies or more if information is not readily available; for retrieval off-site or if copying must be done off-site.

EXTERNAL REQUEST PROCEDURE

All information requests by the public for official documents from the City of White Oak should be directed through the City Secretary's office. To request information, please fill out the OPEN RECORDS REQUEST FORM and submit it to the City Secretary at 906 S. White Oak Rd., White Oak, TX 75693. Every effort is made to supply this information as quickly as possible. If inspection or duplication cannot be done within 10 business days after receipt of the request, the City will certify in writing a reasonable time when the information is available.

PRODUCTION OF RECORDS

Records are normally available in paper form. The requestor will be notified when the records are available, so s/he can arrange to pick-up the records from City Hall.

Records consisting of more than ten (10) pages cannot be sent via fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

Records can be sent by mail, provided the requestor prepays all charges, including postage.

DENIAL OF INFORMATION

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. You can contact our office for further information or contact the Texas Attorney General's website at: <http://www.oag.state.tx.us/open/index.shtml>

Requestor's Signature