

**CITY OF NATALIA
PUBLIC INFORMATION REQUEST FORM**

NAME: _____ **DATE:** _____

REPRESENTING FIRM/COMPANY: _____

ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

INFORMATION REQUESTED: (In order for us to complete your request, it should be as specific as possible.)

PLEASE INDICATE IF YOU WOULD LIKE TO:

VIEW THE INFORMATION REQUESTED – Date/Time viewing scheduled: _____

RECEIVE COPIES OF THE INFORMATION

By my signature, I understand that I must pay the costs of records before the documents will be released, and City has up to ten (10) business days to provide the information. I also understand that if my request requires additional review that extends beyond the 10-day period, the City will notify me.

SIGNATURE: _____

OFFICE USE ONLY

REQUEST ACCEPTED BY: _____ **DEPT:** _____ **DATE:** _____

ROUTED TO: _____ **DEPT:** _____ **DATE:** _____

REQUEST DUE BY: _____ (Routine requests should be completed promptly, without delay, however. Notify the Records Management Officer (RMO) if the request cannot be completed by the seventh business day.)

AMOUNT DUE: \$ _____ **PAID** **YES** **NO** **WAIVED** (According to policy)

SENT TO CITY ATTORNEY FOR OPINION: _____ (DATE)

SENT TO ATTORNEY GENERAL FOR OPINION: _____ (DATE)

REQUEST COMPLETED: _____ (DATE)

INFORMATION NOT AVAILABLE FOR RELEASE
(OAG Ruling Requested)

THE CITY MAY REQUEST FOR A BOND, PREPAYMENT OR DEPOSIT IF ESTIMATED COSTS EXCEEDS \$50.00

RECORDS MANAGEMENT FEES	AMOUNT
Standard paper copy, per page (front and back is 2 pages)	\$0.10
Nonstandard-size copies:	
Diskette	\$1.00
Magnetic tape—actual cost	Actual
Data cartridge—actual cost	Actual
Tape cartridge—actual cost	Actual
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital video disc (DVD)	\$3.00
JAZ drive—actual cost	Actual
Other electronic media—actual cost	Actual
VHS/DVD video cassette	\$1.00
Audio cassette	\$2.50
Oversize paper copy (11" × 17")	\$0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual
Police Reports	\$6.00
Accident Reports	\$6.00
Accident Reports (Certified)	\$8.00
Labor Charges:	
For locating, compiling, and reproducing, per hour (if documents are NOT located in the on-site facility)	\$15.00
Overhead charge—% of labor charge	20%
Remote document retrieval charge—actual cost	Actual
Miscellaneous supplies—actual cost	Actual
Postage and shipping charge—actual cost	Actual
Photographs—actual cost	Actual
Maps—actual cost	Actual