



CITY OF BURNET
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS
PLEASE PRINT ALL INFORMATION

Every effort is made to expedite all requests for disclosure of public records. The City will respond to your request within ten (10) working days, however, due to personnel demands, schedules, and type of information requested, as allowed by law, the disclosure of records may take longer.

NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

DESCRIPTION OF REQUESTED RECORD (be as specific as possible with type, dates, etc.)

Date of Request	Signature of Applicant
TO: _____ The information requested above is information pertinent to your department. This information is to be returned to the PIO (City Secretary) by 6/25/2024 for disclosure to the requestor, along with this original request. NOTE: Should there be a reason this information cannot be furnished in the time frame requested, please so note below and return this form to the PIO (City Secretary) _____ _____	Date/Time Faxed/Delivered to Department: _____ Date/Time Returned from Department: _____
Signature of Department Director required _____ Date _____	
REVIEWED BY PUBLIC INFORMATION OFFICER ON _____ APPROVED FOR DISCLOSURE: <input type="checkbox"/> YES <input type="checkbox"/> NO (State Reason) REASON FOR NON-APPROVAL: _____ _____	Log Reference: Page _____ of _____ Line Number _____ Date Received: _____ Time Received: _____
REQUIRES REVIEW BY CITY ATTORNEY: <input type="checkbox"/> YES <input type="checkbox"/> NO CITY ATTORNEY APPROVED FOR DISCLOSURE: <input type="checkbox"/> YES <input type="checkbox"/> NO (State Reason) REASON FOR NON-APPROVAL: _____ _____	Date/Time Faxed to City Attorney: _____ Date/Time Returned from City Attorney: _____
APPROVAL BY CITY ATTORNEY: _____ Date _____	
REQUIRES RULING FROM ATTORNEY GENERAL: <input type="checkbox"/> YES <input type="checkbox"/> NO ATTORNEY GENERAL APPROVED FOR DISCLOSURE: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE OF APPROVAL FOR DISCLOSURE BY ATTORNEY GENERAL: _____	Date Mailed to Attorney General: _____ Date Returned from Attorney General: _____
DATE DISCLOSED: _____	
FEES: \$ _____ (Calculation on Reverse Side) GENERAL RECEIPT # _____	

CITY OF BURNET
PUBLIC INFORMATION CHARGES

Standard-Size Copy (up to and including 8.5 inches X 14 inches) reproduced by copier or computer printer

a. 50 pages or less of readily available information	\$.10 per page	_____
b. in excess of 50 pages of readily available information	\$.85 first page	_____
	\$ + .15 ea. adtnl	_____
c. non readily available information	\$.70 first page	_____
	+ .15 ea. adtnl	_____
	+ personnel costs**	_____

Nonstandard-Size Copy

a. Diskettes	\$ 1.00	_____
b. Tape Cartridge	\$38.00 (250mb)	_____
c. VHS video cassette/CD.....	\$ 5.00	_____
d. Audio cassette	\$ 4.00	_____
e. Paper copy (oversized)	\$ 1.00	_____
f. Large Format Print.....	\$ 1.50/linear foot	_____

Personnel Charge - prorated \$ 15.00/hr

not charged for 50 or fewer readily available standard size form,
 or time of an attorney, legal assistant, or reviewer

Overhead Charge for non-readily available or in excess of 50 pages..... 20% of total Personnel Costs_____

Computer Resource Charge – \$ 1.00/hour

Remote Document Retrieval Charge..... Actual cost

Miscellaneous Supplies Charge (labels, boxes, and other producing supplies).... Actual cost

Photographs Actual cost

Outsourced/Contracted Services Actual cost

Postal and Shipping Charge Actual cost

Fax Charge.....

Local	\$.10/page	_____
Long Distance-same area code.....	\$.50/page	_____
Long Distance-different area code	\$ 1.00/page	_____

Inspection of Records.....

Request for 50 or fewer readily available documents.....	No Charge	_____
Request for more than 50 readily available documents.....	Assessed	_____

Deposit if estimated charges exceed \$100.00..... $\frac{1}{2}$ charges (_____)

Total Charges _____
 Transfer charges to front page