



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
<p>TO: _____</p> <p>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.</p> <p>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)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature of Department Director required _____ Date _____</p>	<p>Date/Time Faxed/Delivered to Department:</p> <p>_____</p> <p>Date/Time Returned from Department:</p> <p>_____</p>

<p>REVIEWED BY PUBLIC INFORMATION OFFICER ON _____</p> <p>APPROVED FOR DISCLOSURE: ____ YES ____ NO (State Reason)</p> <p>REASON FOR NON-APPROVAL:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SIGNATURE OF PIO: _____ Date _____</p>	<p>Log Reference:</p> <p>Page ____ of ____</p> <p>Line Number _____</p> <p>Date Received: _____</p> <p>Time Received: _____</p>
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<p>REQUIRES REVIEW BY CITY ATTORNEY: ____ YES ____ NO</p> <p>CITY ATTORNEY APPROVED FOR DISCLOSURE: ____ YES ____ NO (State Reason)</p> <p>REASON FOR NON-APPROVAL:</p> <p>_____</p> <p>_____</p> <p>APPROVAL BY CITY ATTORNEY: _____ Date _____</p>	<p>Date/Time Faxed to City Attorney:</p> <p>_____</p> <p>Date/Time Returned from City Attorney:</p> <p>_____</p>
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<p>REQUIRES RULING FROM ATTORNEY GENERAL: ____ YES ____ NO</p> <p>ATTORNEY GENERAL APPROVED FOR DISCLOSURE: ____ YES ____ NO</p> <p>DATE OF APPROVAL FOR DISCLOSURE BY ATTORNEY GENERAL: _____</p>	<p>Date Mailed to Attorney General:</p> <p>_____</p> <p>Date Returned from Attorney General:</p> <p>_____</p>
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<p>DATE DISCLOSED: _____</p> <p>FEES: \$ _____ (Calculation on Reverse Side) GENERAL RECEIPT # _____</p>	
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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	_____
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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	_____
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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.....	½ charges	(_____)

Total Charges _____
Transfer charges to front page