

# City of Richwood

TEXAS

1800 Brazosport Blvd  
Richwood, Texas 77531

---

---

## APPLICATION FOR PUBLIC INFORMATION Office of the City Secretary

TO: Kirsten Garcia, City Secretary

Pursuant to Section 552 of the Texas Government Code, application is hereby made upon you as custodian of information for the City of Richwood, Texas to produce for  inspection or  duplication, or  both, the following items. I understand that the information will be provided under the Texas Public Information Act, and that a fee may be charged for the information.


NAME: (Please Print): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ DAYTIME PHONE #: \_\_\_\_\_

I would like the documents provided electronically to my email at \_\_\_\_\_.

---

### OFFICE USE ONLY

Request received by: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date Received: \_\_\_\_\_ Time: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Fee Collected: \$ \_\_\_\_\_

## PUBLIC INFORMATION CHARGES

### Copies:

<b>Paper copies- single sided, black &amp; white, standard size 8.5x11</b>	<b>\$0.10 / page</b>
<b>Oversize paper, not including maps and photographs</b>	<b>\$0.50 / page</b>
<b>Compact Disk (CD)</b>	<b>\$1.00 ea</b>
<b>Audio Cassette</b>	<b>\$1.00 ea</b>
<b>VHS Cassette</b>	<b>\$2.50 ea</b>
<b>DVD</b>	<b>\$3.00 ea</b>

### Labor Charges:

<b>Personnel time for locating, compiling and reproducing records (if less than 50 pages of paper copies are requested, no personnel costs are charged)</b>	<b>\$15.00 / hr</b>	-
<b>Computer Programming</b>	<b>\$28.50 / hr</b>	
<b>Overhead</b>	<b>20% of the personnel or programming charge</b>	

**Remote Document Retrieval Charge** **Actual cost**

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

**Outsourced/Contracted Services** **Actual cost**

**Postal and Shipping Charge** **Actual cost**

<b>Fax Charge</b>	<b>Local</b>	<b>\$ .10/page</b>
	<b>Long Distance-same area code</b>	<b>\$ .50/page</b>
	<b>Long Distance-different area code</b>	<b>\$ 1.00/page</b>