

# City of Krugerville

100 Kruger Road  
Krugerville, TX. 76227  
(940) 365-5833

## OPEN RECORDS REQUEST

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature: \_\_\_\_\_

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552. Please be specific or clarification will be required.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Copies will be \$.10 for each page up to 50 pages. For 50 or more pages, the charge shall be \$.10 for each page plus personnel time. (Standard size copies, nonstandard size copies are more) (Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule §111.63)

- Active records must exist; no compiling or creation will be made.
- Information requiring extensive research will be charged \$15.00 per hour.
- Do you wish to be notified of the estimated time for research? Yes \_\_\_ No \_\_\_
- Are you willing to pay for the necessary time to research this request? Yes \_\_\_ No \_\_\_
- If no please explain \_\_\_\_\_  
\_\_\_\_\_

The City will strive to furnish all information that is approved within ten (10) working days depending upon the workload of employees and complexity of items requested.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Date available for review or pickup \_\_\_\_\_ Notified \_\_\_\_\_ AGO Request \_\_\_\_\_  
Copies picked up by: \_\_\_\_\_ on \_\_\_\_\_ Cost: \$ \_\_\_\_\_