

REQUEST FOR PUBLIC RECORDS

E-Mail: City Secretary, citysecretary@ci.gunter.tx.us or **FAX:** 903-433-8039

MAIL: City of Gunter, City Secretary's Office, PO Box 349, Gunter, TX 75058

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. _____

Standard size copies will be \$.10 for each page up to 50 pages. For 50 or more pages, an additional charge shall be applied for personnel time. (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: \$ _____