



City of Wimberley

221 Stillwater Drive, Wimberley, Texas 78676

Phone: (512) 847-0025 Fax: (512) 847-0422

Web: www.cityofwimberley.com

PUBLIC INFORMATION REQUEST FORM (OPEN RECORDS REQUEST)

Please be advised the City has ten (10) business days to comply with your request.

(Please print or type legibly)

Date: _____

Requestor's Name: _____

Mailing Address: _____

Email: _____

Telephone: _____

Subject: _____

Detailed description of information sought:

- I request (check one):
- Paper Copies via mail, fax, pick-up
 - Electronic/Digital Copies (when available)
 - View at City Hall
 - Other (please explain in detail)

(For City completion ONLY)

Date request was received by the City: _____

Disposition:

- a) The requested information is available and can be copied and/or compiled by _____ (date).
- b) The requested information is not created and/or maintained by the City of Wimberley.
- c) The requested information may be protected under the Texas Public Information Act and will require further review by the City Attorney and/or the Texas Attorney General Open Records Division.
 - Request sent to City Attorney on _____ (date).
 - AG opinion requested on _____ (date).
 - AG opinion (# _____) received on _____ (date).

COST ESTIMATE: An estimate of costs to copy the information you requested is provided below. This estimate has been calculated from anticipated charges indicated by the Texas Attorney General's Charge Schedule (Tex. Admin. Code, Title 1, Part 3, Chapter 70, Rule §70.10). Actual cost may be higher or lower than the cost estimate. Please indicate your desire to proceed with this request by checking one of the boxes below; signing, dating and returning the form to the City Administrator or City Secretary at City Hall.

Estimated cost: \$ _____

(NOTE: Cost estimates that exceed \$100 require a deposit before a request can be processed.)

I **DO** wish to have the information copied. I **DO NOT** wish to have the information copied.

Signature of Requestor: _____ Date: _____

ACTUAL COST: The cost of copying the information you requested is provided below. The cost has been calculated based on the total charges indicated by the Texas Attorney General's Charge Schedule (Tex. Admin. Code, Title 1, Part 3, Chapter 70, Rule §70.10). Payments may be made either by cash or check made payable to the City of Wimberley.

Cost: \$ _____

Internal ORR #: _____

Signature of City Official

Date