

CITY OF LOS FRESNOS  
PUBLIC INFORMATION REQUEST

1. All requests for access to or copies of public records shall be in writing and signed by the person or persons making the requests. The original written request shall be left with and become the property of the City of Los Fresnos.
2. Parties requesting copies of public records shall specify in writing the documents and pages to be copied and the number of copies requested. The requesting party shall be charged no more than the costs established from time to time by the Texas Purchasing and General Services Department. The charged assessed is payable at the time of the request unless the total charge is anticipated to be less than \$5.00.
3. The City shall make every reasonable effort to grant access to or make copies of its public records as soon as possible. Time, workload, and access restraints may cause reasonable delays in producing the requested document or copies, but in no event shall the delay be in excess of ten (10) business days unless the reasons are given in writing and a specific date and time for access or copies is stated.
4. If the City believes that the request includes documents which are not or may not be required to be disclosed under the Open Records Act (Government code Chapter 552) it may seek an Attorney General's opinion and/or withhold disclosure of the exempt documents until an opinion requires otherwise.

The undersigned, after reading the above information, agrees to abide by the rules to request the following documents be produced for inspection or copies: Please list your request.

I understand the charge will be \_\_\_\_\_ and I hereby deposit that amount with the City.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Address and Telephone Number

City Secretary or City Manager must approve documents to be produced for inspection or copies before giving to the public.

\_\_\_\_\_  
City Approval Signature

\_\_\_\_\_  
Date