



City Secretary
PUBLIC INFORMATION ACT REQUEST

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Phone: 210-658-5356

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NAME: _____ BUSINESS/AGENCY: _____ DATE: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FACSIMILE: () _____ EMAIL: _____

PLEASE NOTE THAT A BROAD REQUEST WILL INCUR HIGHER CHARGES REQUIRED BY LAW. IT IS TO YOUR ADVANTAGE TO CLEARLY STATE THE DOCUMENTS YOU ARE SEEKING AS SPECIFICALLY AND NARROWLY AS POSSIBLE.

1. PLEASE SPECIFY A DATE RANGE TO SEARCH FOR DOCUMENTS.
2. PLEASE INCLUDE THE PHYSICAL ADDRESS IF REQUESTING RECORDS ON A PROPERTY.
3. IF YOU ARE REQUESTING EMAILS:
 - a. SPECIFY DATE RANGE.
 - b. SPECIFY EMPLOYEE NAME/EMAIL ADDRESS OR THE DEPARTMENT TO SEARCH.
 - c. THE REQUESTOR MUST INCLUDE THE SEARCH WORD(S) OR PHRASE SO EMAIL RECORDS CAN BE SEARCHED.

DESCRIPTION OF INFORMATION REQUESTED (PLEASE DESCRIBE IN DETAIL. IF YOUR REQUEST IS UNCLEAR, THE CITY WILL CONTACT YOU IN ORDER TO CLARIFY):

I AGREE TO THE REDACTION OF INFORMATION THAT MAY BE CONFIDENTIAL BY LAW: _____ (PLEASE CHECK)

PLEASE CHECK ONE: I WISH TO INSPECT: _____ I WISH COPIES TO BE MADE: _____ (.12 CENTS PER PAGE)

LABOR CHARGES WILL BE IMPOSED FOR REQUESTS OF **51** OR MORE PAGES AT THE RATE OF **\$18.75** PER HOUR, PLUS OVERHEAD (**25% OF LABOR**). AN ITEMIZED STATEMENT OF ESTIMATED CHARGES WILL BE PROVIDED FOR ESTIMATED CHARGES EXCEEDING **\$40.00**. A BOND/DEPOSIT MAY BE REQUIRED IF ESTIMATED CHARGES ARE **\$100** OR MORE. IF THE CHARGE FOR FULFILLING YOUR REQUEST IS **\$1** OR LESS, THE CITY WILL MAKE THE REQUESTED INFORMATION AVAILABLE TO YOU FOR PICKUP IN THE LEGAL DEPARTMENT AT CITY HALL FREE OF CHARGE.

SIGNATURE OF REQUESTOR

DATE