



CITY SECRETARY'S OFFICE  
PUBLIC INFORMATION ACT REQUEST  
E-MAIL: [openrecords@conversetx.net](mailto:openrecords@conversetx.net)

NAME: \_\_\_\_\_ BUSINESS AGENCY: \_\_\_\_\_ DATE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_ FAX: \_\_\_\_\_ 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 SPECIFIC AS POSSIBLE.

**YOU MAY ALSO FORGO CERTAIN COPYING COSTS BY OPTING TO USE EMAIL INSTEAD.**

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 TO CLARIFY):

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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: \_\_\_\_\_ (.10 CENTS PER PAGE FACE)  
LABOR CHARGES WILL BE IMPOSED FOR REQUESTS OF 51 OR MORE PAGES AT THE RATE OF **\$15.00** 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.

\_\_\_\_\_  
SIGNATURE OF REQUESTOR

\_\_\_\_\_  
DATE

PAYMENT METHODS: CASH, CHECK OR CARD.  
PLEASE NOTE THAT A 4 % FEE APPLIES TO ALL CARD PAYMENTS.  
PLEASE SUBMIT PAYMENT TO :  
CITY OF CONVERSE  
406 S. SEGUIN  
CONVERSE, TX 78109