



**CITY OF LAGO VISTA
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands, schedules, and type of information requested there are incidents when the disclosure of records may take longer as allowed by law.

PLEASE PRINT ALL INFORMATION

NAME: _____ **PHONE:** (____) _____
(where you can be reached M-F, 8-5)

ADDRESS: _____ **CITY** _____ **STATE** _____ **ZIP** _____

DESCRIPTION OF REQUESTED RECORD (be as specific as possible including names, dates, type, etc.)

I understand and agree that the City of Lago Vista may impose a reasonable charge, as authorized by state law, for requested documents. (see attached list of charges)

The Public Information Act gives you a right of access to government records that exist at the time of your request. The Public Information Act does not require the City of Lago Vista to create a document to satisfy a request, to comply with a standing request for information, or to respond to questions. All government records are presumed to be available to the public, except such records that may be confidential and/or subject to an exception that applies to disclosure of the information. Requested records will be released in accordance with the Public Information Act; provided that some requested information may be confidential by law and/or require determination by the Texas Attorney General as to confidentiality or other exception from disclosure.

Date of Request

Signature of Applicant

**CITY OF LAGO VISTA
PUBLIC INFORMATION CHARGES**

Standard-Size Copy (up to and including 8.5 inches X 14 inches) reproduced by copier or computer printer

- a. 50 pages or less of readily available information (b&w) _____ \$.10 per page _____
- b. 50 pages or less of readily available information (color) _____ \$.20 per page _____
- c. in excess of 50 pages of readily available information .. _____ + personnel costs** _____
- c. non readily available information _____ + personnel costs** _____

Nonstandard-Size Copy

- a. CD (CD-RW, CD-R)..... _____ \$ 1.00 _____
- b. Digital video disk (DVD)..... _____ \$ 3.00 _____
- c. VHS video cassette..... _____ \$ 2.50 _____
- d. Audio cassette _____ \$ 1.00 _____
- e. Copies 11 x 17 black and white..... _____ \$.50 _____
- f. Copies 11 x 17 color..... _____ \$1.00 _____
- g. Copies > 11 x 17 and ≤ 44 x 60 black and white..... _____ \$3.00 _____
- h. Copies > 11 x 17 and ≤ 44 x 60 color..... _____ \$5.00 _____
- i. > 44 x 60 Large Format Print/specialty paper _____ \$Actual cost _____

Personnel Charge - prorated \$ 15.00/hr _____
 not charged for 50 or fewer readily available standard size form,
 or time of an attorney, legal assistant, or reviewer

Photographs..... Actual cost _____

Outsourced/Contracted Services..... Actual cost _____

Postal and Shipping Charge Actual cost _____

Inspection of Records.....
 Request for 50 or fewer readily available documents..... No Charge _____
 Request for more than 50 readily available documents Assessed _____

Deposit if estimated charges exceed \$50.00..... ½ charges (_____)

Total Charges _____
 Transfer charges to front page