



P.O. Box 349, Gunter, TX 75058  
Phone: 903.433.5185 Fax: 903.433.8039  
citysecretary@ci.gunter.tx.us

## Request for Public Records

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552. Please be specific or clarification will be required.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Standard size copies will be \$.10 per page, up to 50 pages. For 50 or more pages, an additional charge shall be applied for personnel time. (Nonstandard size copies are more) (Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule 111.63) The city will strive to furnish all information that is approved within ten (10) working days, depending upon the workload of employees and complexity of items requested.

- Active records must exist- no compiling or creation will be made.
- Information requiring extensive research will be charged at \$15.00 per hour.
- Do you wish to be notified of the estimated time for research? Yes \_\_\_\_\_ No \_\_\_\_\_
- Are you willing to pay for the necessary time to research this request? Yes \_\_\_\_\_ No \_\_\_\_\_
- If no, please explain: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

----- For Office Use Only -----

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Date Available for Pick up: \_\_\_\_\_

Requester Notified: \_\_\_\_\_ AGO Requested: \_\_\_\_\_

Copies picked up by: \_\_\_\_\_ on \_\_\_\_\_ Cost: \_\_\_\_\_