



City of Dayton
117 Cook St.
Dayton, Tx 77535
936.258.2642

City of Dayton Public Information Request

The information may or may not be available at the time requested or may not be available for public inspection. Should this occur, you will be informed in writing within 10 business days of a date when the information will be available.

Name: _____ Phone: _____

Representing Company or Firm: _____

Address: _____

E-Mail: _____ Date of Request: ____/____/____

Description of Public Record(s) Requested:

Signature: _____ Drivers License # _____

Approval for Release of Public Records

Date Received: ____/____/____ Date Released: ____/____/____ Fees: _____

Approved for Release by: _____ Released by: _____

(Approval for release by City Secretary, City Manager, City Attorney only)

City Attorney Opinion: _____ Yes _____ No

Comments: _____

AG Opinion: _____ Yes _____ No Date Submitted: ____/____/____

Date Returned: ____/____/____ Approved by AG: _____ Yes _____ No



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LIST OF PUBLIC RECORDS CHARGES

ITEM OR SERVICE NUMBER CHARGE TOTAL Standard Copy (8 1/2 x 11 or smaller)

_____ .10¢ per copy \$ _____ Standard Copy (11 x 17 or larger) _____ .50¢ per copy \$ _____

_____ Other Nonstandard Formats:

CDR or CDRW _____ \$1.00 each \$ _____ DVD _____ \$3.00 each \$ _____

Personnel Charge-programming _____ \$28.50 per hour \$ _____

Other personnel _____ \$ 15.00 per hour \$ _____ *(does not apply to 50 or less paper copies)*

Overhead Charge _____ 20% of personnel _____ \$ charges

Miscellaneous Supplies _____ actual cost \$ _____ Postage & Shipping charge _____

actual cost \$ _____ Other costs _____ actual cost \$ _____ Outsourced of Contracted

Services _____ actual cost \$ _____

TOTAL CHARGES DUE \$ _____