



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 from date of request, giving notification of the date that the information will be available. For guidance regarding your rights as a requestor and the public information procedures adopted by this governmental body, you may review the governmental body's notice required under section 552.205 of the Government Code. For additional information visit <http://www.texasattorneygeneral.gov/open-government>.

### Requestor Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Representing Company or Firm: \_\_\_\_\_

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

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

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Drivers License # \_\_\_\_\_

### Description of the Information Requested: (Note: Describe the information as precisely as you can)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information.

In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received? \_\_\_ Yes \_\_\_ No
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? \_\_\_ Yes \_\_\_ No

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information.

## 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 \$ \_\_\_\_\_**