



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 the 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 # _____ Preferred Delivery Method Email OR Hard Copy

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 the 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 \$ _____