



City of Poteet



“Strawberry Capital of Texas”

491 Ave H • P.O. Box 378

Poteet, Texas • 78065

Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

Public Information Request Form

Record #: _____

Requestors Name: _____

Address: _____

Phone Number: _____

City, State, Zip: _____

E-mail: _____

Public Information Records Requested — (Note: Minutes are not official unless passed and approved by governing body).

Detailed Description of Records Requested: _____

Number of Copies Requested: _____

Requestor Signature: _____

Date of Request: _____

Information to be released:

- You must review it promptly and if it cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect the information at the time requested.
- Information that may be withheld due to an exception of the referral by the Office of the Attorney General; your request will be referred within 10 business days. The Office of the Attorney General must issue a decision no later than the 45th working day from the day after the Office of the Attorney General received the request for a decision. **Information cannot be created specifically to answer a public information request.**

Rights of Requester:

- Prompt access to information that is not confidential or otherwise protected;
- Received treatment equal to all requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- Receive certain kinds of information without exceptions, like the voting of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information a redacted copy;
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

Procedures to Obtain Information:

- Submit a request by mail, fax, Email or in person according to a governmental body’s reasonable procedures.
- Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- Cooperate with the governmental body’s reasonable efforts to clarify the type or amount of information requested.

Cost of Records: Standard paper copy - **\$.10 per page** Oversize paper copy (11x17 or larger not including maps/photographs) - **\$.50 per page**
 Specialty paper (Mylar, blueprint, blue line, map, photographic) – **actual cost** CD - **\$1.00 each**
 Programming labor charge - **\$28.50 per hour** Labor charge for locating, compiling, and reproducing - **\$15.00 per hour**

**(A labor charge shall not be billed with requests that are for 50 or fewer pages of paper records, unless records are in a separate building)
Additional cost may apply for other associated costs.**

Public Information Record Keeper Authority:

Signature: _____

Name: _____

Title: _____

Date Received: _____

Non-Discrimination Statement This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov.