



3301 Carmen Avenue
Rancho Viejo, TX 78575
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Email: clerk@ranchoviejotx.gov

PUBLIC INFORMATION REQUEST FORM

I, the undersigned, hereby formally request from the Town of Rancho Viejo, Texas, the following items of public information. I hereby agree to comply with the provisions of the Government Code, Chapter 552, Open Records Act, as may be amended from time to time.

1. INFORMATION REQUESTED: **Be specific in your request – whenever possible give dates.**

2. ☐ Requesting access to view copies/files only
☐ Requesting actual copies (10¢ each page)
☐ Police/Accident Report (\$5.00 1st page + 10¢ for each additional page)

The Town shall make every reasonable effort to grant access to or make copies of its public records as soon as possible. Time, workload, and access restraints may cause reasonable delays in producing the requested documents or copies, but in no event shall the delay be in excess of ten (10) business days unless the reasons are given in writing and a specific date and time for access or copies are stated.

Print Name _____

Email Address _____

Mailing Address _____

Area Code and Telephone Number _____

City/State/Zip code _____

Signature _____ date _____

****FOR OFFICE USE ONLY****

forwarded to: _____ person providing information: _____

time spent: _____ comments: _____

Information provided: # of copies: _____ X 10¢ per copy \$ _____

Audio files: \$ 1.00 per file X _____ files \$ _____

Video files: \$ _____ per file X _____ files \$ _____

Staff time: \$ 15.00 per hour X _____ hours \$ _____

TOTAL COST: \$ _____

Approval Signature: _____ date: _____

Town Administrator must approve copies and/or documents produced for inspection before providing to the public.