

**CITY OF NATALIA
PUBLIC INFORMATION REQUEST FORM**

NAME: _____

DATE: _____

REPRESENTING FIRM/COMPANY: _____

ADDRESS: _____

PHONE: _____ **E-MAIL:** _____

INFORMATION REQUESTED: (In order for us to complete your request, it should be as specific as possible.)

How would you like to have the information provided? (select one) **Copies** **Inspection**

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**

By my signature, I understand that I must pay the costs of records before the documents will be released. Please note that a broad request will incur higher charges required by law. It is to your advantage to clearly state the documents you are seeking as specifically and narrowly as possible.

SIGNATURE: _____

FOR OFFICE USE ONLY

REQUEST ACCEPTED BY: _____ **DEPT:** _____ **DATE:** _____

ROUTED TO: _____ **DEPT:** _____ **DATE:** _____

REQUEST DUE BY: _____ (Routine requests should be completed promptly, without delay, however. Notify the Records Management Officer (RMO) if the request cannot be completed by the seventh business day.)

AMOUNT DUE: \$ _____ **PAID** **YES** **NO** **___% REDUCTION** **WAIVED**

SENT TO CITY ATTORNEY FOR OPINION: _____ (DATE)

SENT TO ATTORNEY GENERAL FOR OPINION: _____ (DATE)

REQUEST COMPLETED: _____ (DATE)

INFORMATION NOT AVAILABLE FOR RELEASE
(OAG Ruling Requested)

THE CITY MAY REQUEST FOR A BOND, PREPAYMENT OR DEPOSIT IF ESTIMATED COSTS EXCEEDS \$50.00

This is a **SUMMARY of Fees. Further details can be found in the Texas Administrative Code**

TITLE 1	ADMINISTRATION
PART 3	OFFICE OF THE ATTORNEY GENERAL
CHAPTER 70	COST OF COPIES OF PUBLIC INFORMATION
RULE §70.3	Charges for Providing Copies of Public Information

RECORDS MANAGEMENT FEES	AMOUNT
Standard paper copy, per page (front and back is 2 pages)	\$0.10
Nonstandard-size copies:	
Diskette	\$1.00
Magnetic tape—actual cost	Actual
Data cartridge—actual cost	Actual
Tape cartridge—actual cost	Actual
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital video disc (DVD)	\$3.00
JAZ drive—actual cost	Actual
Other electronic media—actual cost	Actual
VHS video cassette	\$2.50
Audio cassette	\$1.00
Oversize paper copy (11" × 17")	\$0.50
Specialty paper (Mylar, blueprint, blue line, map, photographic)	Actual
Police Reports	\$6.00
Accident Reports	\$6.00
Accident Reports (Certified)	\$8.00
Labor Charges:	
For locating, compiling, manipulating data and reproducing, per hour (if documents are located in two or more separate buildings that are not physically connected with each other, in remote storage, or are 50 or more pages)	\$15.00
Overhead charge—% of labor charge	20%
Remote document retrieval charge—actual cost	Actual
Miscellaneous supplies—actual cost	Actual
Postage and shipping charge—actual cost	Actual
Photographs—actual cost	Actual
Maps—actual cost	Actual

The Texas Public Information Act gives the public the right to request access to government information.

Request for Public Information

While there is no official form required to request public information, the City requests you to fill out the Public Information Request form as it includes all of the information needed to process your request. If you choose not to use the form provided, there are certain guidelines that must be met. The following guidelines are to help you make a successful Public Information Act request.

1. Your request must be in writing. Only written requests trigger the city's obligations under the Public Information Act.
2. Your request must be addressed to the Records Management Officer / City Administrator.
3. Your request should be for documents or other records that are already in existence. The City of Natalia is not required to answer questions, perform legal research, or comply with a continuing request to supply information.

The City of Natalia will promptly produce public information in response to your request if such information exists. Further, the Public Information Act states that all PIA requests must be accomplished within a reasonable time period. What is considered reasonable and prompt will vary depending on the number of documents sought by the requestor. In certain circumstances, the records can be produced in less than ten business days. However, requests for a substantial number of documents may take several weeks to produce. If it will take the City longer than ten business days to provide the records, we will certify that fact in writing to the requestor. In the notice to the requestor, the City will indicate a set date and hour within a reasonable time that the information will be available for inspection or duplication.

The Public Information Act prohibits the City of Natalia from asking you why you want the information you have requested. We may, however, ask you to clarify your request if we are uncertain as to what you want, and we may discuss with you how the scope of your request may be narrowed if you have requested a large amount of information.

If the City of Natalia wishes to withhold information from you, we will seek a decision from the Attorney General within ten business days of your request and state the exceptions to disclosure that we believe are applicable. We will also send you a copy of our letter to the Attorney General requesting a decision within ten business days. If we do not notify you of our request for an Attorney General decision, the information you requested is generally presumed to be open to the public. Within fifteen business days of receiving your request, we will send the Attorney General our arguments for withholding the information you requested and copies of the information you have requested. You are entitled to receive this notice; however, if the letter to the Attorney General contains the substance of the information requested, you may receive a redacted copy of the letter.

Information not created by the City of Natalia

If you have requested information from the City, and the information requested implicates a third party's interests, that third party may send a letter or brief to the Attorney General stating why its information that is held by us should be withheld. This situation may occur, for example, in instances where a requestor has asked us for a copy of a proposal that a certain individual or business has submitted to the City. In such an instance, you should receive a copy of that third party's letter to the Attorney General, however, if the letter to the Attorney General contains the substance of the information you requested, you may receive a redacted copy. If you have questions about a decision you have received, you may call the Open Government Hotline toll free at (877) 673-6839 (877-OPENTEX). If you have questions about charges for the information you have requested, contact the Texas Building and Procurement Commission at (512) 475-2497.

Judicial Records

The Public Information Act does not govern records maintained by the judiciary. However, there are other laws that do govern the release of information maintained by the judiciary. For more information, you may contact the State Office of Court Administration, P.O. Box 12066, Austin, Texas 78711; phone (512) 463-1625.

Freedom of Information Act

The Texas Public Information Act does not apply to the federal government or to any of its departments or agencies. If you are seeking information from the federal government, the appropriate law is the federal Freedom of Information Act (“FOIA”). That law’s rules and procedures are different from those of the Public Information Act.

Request Documents from the City of Natalia

If you would like to view or obtain copies of our records, please send a written request by mail, email, or delivered in person to the following:

René Hinojosa
Records Management Officer / City Administrator
City of Natalia
P.O. Box 270
Natalia, Texas 78059
eMail: cityadmin@cityofnatalia.com

Clearly label your correspondence as a “Public Information Request”. Please include enough description and detail about the information requested to enable the City’s personnel to accurately identify and locate the information requested; and cooperate with the governmental body’s reasonable efforts to clarify the type or amount of information requested. Keep all appointments to inspect records and to pick up copies. Failure to keep appointments may result in losing the opportunity to inspect information at the time requested. The City of Natalia is not required to respond to a request for public information unless the request is received at the designated mailing address, designated email address, and/or hand delivered. Written requests will be responded to in the order received.

Cost of Copies

If estimated charges for a public information request are likely to exceed \$40.00, we will inform you. You must respond to any written estimate of charges within 10 business days of the date we send it or the request is considered to be automatically withdrawn. Costs likely to exceed \$50.00 may require a bond, prepayment or deposit. You may request the City of Natalia to determine whether providing the information primarily benefits the general public, which may result in a waiver or reduction of charges. We ask that you make timely payment for all mutually agreed charges. We can demand payment of overdue balances exceeding \$50.00, or obtain a security deposit, before processing additional requests from you.