

Open Records Request to the City of Lakeway

Name of Person Requesting Records:

Name of Firm or Company Representing (if applicable)

Requester's Mailing Address: Street No. & Name City State Zip Code

Requester's Phone Number(s): Voice Pager Mobile FAX

Description of Public Record(s) Being Requested: (additional description may be attached, but must be signed by requester)

Check applicable item(s): I request to VIEW the records. I request COPIES of the records.
If Yes, to request Copies: I will pickup up the copies during normal business hours. Mail the copies.

THE REQUESTER IS LIABLE FOR THE FOLLOWING CHARGES:

The City's actual labor costs of providing information may include costs of locating and preparing the copies and may be computed by multiplying the amount of time actually spent in these activities times the salary rate of the employee performing these activities (max. hourly salary charge \$15/hr) plus 20% employer's overhead costs. If the request for records involves computer programming the hourly rate will be \$28.50.

Copy of paper file information \$0.10/page & \$.50/page for 11X17. Copy of a file to a diskette \$1.00. Copy of a file to a CD \$1.00 Copy to DVD \$3.00.

Requester shall be liable for these charges and reimbursement of postage and shipping charges. **A DEPOSIT WILL BE REQUIRED if the estimated expenses exceed \$100 (deposit will be 50% of estimated charges).**

The City may request an opinion from the Texas Attorney General's Office as to if the requested records are exceptions to disclosure pursuant to the Open Records Act, or other applicable law.

Signature of Person Requesting Information

RECORDS AVAILABILITY

Receipt Information: _____
Date & Time of Receipt Staff Member's Name Dept.

The Records are: _____ being used; _____ in storage and are immediately unavailable for inspection. The public records you have requested will be made available for your inspections on: _____ at _____ .m.

Custodian of Records: _____
Name Position Dept.

Name of Person Acting for Custodian of Records: _____

ACTION(S) BY STAFF: _____