



CITY OF MANVEL OPEN RECORDS REQUEST

Your Name: _____ **Date:** _____

Mailing Address: _____ **Phone:** _____

_____ **E-mail:** _____

Under the Texas Public Information Act, you have the right to request records from the City. The Texas Public Information Act does not require a governmental body to create new information, do legal research or answer questions. The request must ask for records or information already in existence. The City has 10 business days to respond to the request.

Date Range of Records Requested: **From** _____ **To** _____

Please provide a detailed description of the records or information you are requesting. The more specific your request - including information such as dates, addresses, and subject matter—the more effectively the City can identify and locate the responsive records in accordance with the Texas Public Information Act.

How would you like to receive the records?

I want copies of the records.

I understand that there may be a fee based on the number of pages or type of information requested. I will be given an estimate before being charged.

I only want to look at the original records in person (no copies).

The City will contact me to schedule a time for viewing.

If you are requesting copies, what is your preferred method of delivery?

Email me the copies (If available electronically) (No charge)

Mail the copies to my address (Postage and copy costs must be paid in advance - See attached fees)

I will come to City Hall to pick up the copies

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. For more information, please visit the Open Government page on the Texas Attorney General's website. 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. For more information about mandatory and discretionary exceptions, please visit: <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>

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**

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YES **NO**

Your Signature

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

| | | |
|-----------------------|------------------------------|---------------|
| Received by: | Date Received: | Processed by: |
| Request Completed by: | Date of Contact (Requestor): | |

FEES FOR OPEN RECORDS REQUESTS

CHARGES FOR PUBLIC INFORMATION

| Type of Record/Service | Fee |
|---|--------------------|
| Standard size paper copy (up to 8.5" x 11") | \$0.10 per page |
| Non-standard size paper copy (up to 11" x 17") | \$0.50 per page |
| Paper copy larger than 11" x 17" | Actual cost |
| Audio cassette or CD | \$1.00 per tape/CD |
| Microfiche copy | \$0.10 per page |
| Remote document retrieval | Actual cost |
| Fax Charges | |
| Local: | \$0.10 per page |
| Long distance (same area code): | \$0.50 per page |
| Long distance (different area code): | \$1.00 per page |
| Postage & Handling | |
| Postage: | Actual cost |
| Handling fee (for all mailed items): | \$2.00 |
| Labor & Overhead | |
| Clerical time: | \$15.00/hour** |
| Overhead (if clerical time is charged): | 20% |

**For productions of 50 copies or more; for retrieval off-site, or if copying must be done off-site.

REQUEST PROCEDURE

All requests for public information from the City of Manvel must be directed to the City Secretary's Office. To submit a request, please complete the Open Records Request Form and send it by mail to:

City Secretary's Office
City of Manvel
P.O. Box 187
Manvel, TX 77578

The City will make every effort to provide the requested information as promptly as possible. If the information cannot be made available for inspection or copying within 10 business days after the request is received, the City will provide a written statement indicating when the information will be available.

PRODUCTION OF RECORDS

Records are generally available in either electronic or paper format.

Paper Copies: If paper records are requested, the requester will be notified when the records are ready and may arrange to pick them up at City Hall.

Mail Delivery: Records may also be mailed if the requester prepays all applicable costs, including postage and handling.

Fax Limitations: Records totaling more than ten (10) pages cannot be sent by fax. Additionally, faxes cannot be sent to long-distance numbers unless all charges are prepaid.

DENIAL OF INFORMATION

The Texas Public Information Act provides the public with broad access to government records. However, certain information may be withheld if it falls under one of the Act's legal exceptions.

If your request includes information that cannot be released, the City will follow the procedures outlined in state law.

For more details about exceptions, you may: Contact the City Secretary's Office, or Visit the Texas Attorney General's website at <https://www.texasattorneygeneral.gov/open-government>