

APPLICATION FOR INFORMATION UNDER TEXAS PUBLIC INFORMATION ACT



State of Texas  
County of Williamson  
City of Jarrell

City Secretary ~ Records Management Officer

Phone: 512/ 746-4593 ext. 121 ~ Fax: 512/ 746-2052 ~ Email: [municlerk@cityofjarrell.com](mailto:municlerk@cityofjarrell.com)  
161 Town Center Blvd. ~ Jarrell, Texas 76537

(Print Clearly Please)

[Date Stamp Here]

Today's Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Other) \_\_\_\_\_

Keep phone number(s) and home address information confidential  Yes  No

**DOCUMENTS REQUESTED:**

Provide as much information as possible to accurately describe the information and/or document(s) you are requesting, please use back of form for additional space:

Pursuant to the Public Information Act, Texas Government Code Section 552, I hereby request the following information currently existing in the records of the City of Jarrell, Texas:


--	--

*I would like my request to be: (choose one)*

	<b>MADE AVAILABLE TO ME FOR EXAMINATION ONLY.</b> I understand that if the documents are not readily available, the custodian may schedule a date and hour within a reasonable time for my examination of the documents. I understand that I must complete my examination within ten days of the date the records are made available to me.
	<b>PHOTOCOPIED</b> for my use where the information sought is in the form of paper. (see below for fee schedule)
	<b>DUPLICATED</b> for my use where the information sought is in the form of any type of digital means.

*I would like my request to be: (choose one)*

	<b>MAILED</b> to me at the address indicated above. (see below for fee schedule)
	<b>E-MAILED</b> to me at the e-mail address indicated above. (If available in electronic form)
	<b>FAXED</b> to me at the fax number indicated above. (see below for fee schedule)
	<b>PICKED UP</b> by my representative or me. (see below for fee schedule)

*I agree to pay the costs of photocopying, duplication, the labor costs, the cost of mailing or faxing and any cost that is incurred regarding the request, allowable by law.*

*I understand that the City of Jarrell may withhold information which is not considered public information under the Texas Public Information Act, accompanying Attorney General Opinions, and case law. I also understand that the City of Jarrell is required to release only those documents that exist, in their current state, and that the City is not required to compile or create specific information or formats for my use.*

\_\_\_\_\_  
APPLICANT'S SIGNATURE

***Official City of Jarrell Use Only***

ITEM DESCRIPTION	FEE AMOUNT	# OF ITEM	TOTAL AMOUNT DUE
Standard size paper copy	\$.10/page		
Non-standard size paper copy (11x17)	\$.50/page		
Police Report/Accident Report	\$6.00 each		
Paper copy larger than 11" x 17"	Actual Cost		
Non-standard size copy-Portable Flash Drive	Actual Cost (Based on GB size)		

Non-standard size copy-CD	\$7.00 each		
Postage/shipping charges	Actual Cost		
Fax Charges for Local Call	\$.10/page		
Fax Charges for Long Distance Call	\$1.00/page		
Clerical Time*	\$15.00/hour		
Overhead (if clerical time is charged)	20%		

\*For productions of 51 copies or more; for retrieval off-site or if copying must be done off-site.

***Official City of Jarrell Use Only***

Date of Request:		Start Date of Request:		Deadline of Request:	
Received by:		Notes:			
<input type="checkbox"/>	Sent to Department: _____	Date Sent:		Date Returned:	
<input type="checkbox"/>	Pending-Opinion AG Office:	Date Sent:		Date Returned:	
Date Mailed to Requestor:		Date Picked Up by Requestor:		Date Faxed to Requestor:	
Date Request Completed:		Request Completed by:			

Paid (Check / Cash) Date: \_\_\_\_\_ **TOTAL DUE** = \$ \_\_\_\_\_

EXTERNAL REQUEST PROCEDURE

All information requests by the public for official documents from the City of Jarrell should be directed through the City Secretary's office. To request information, please fill out the APPLICATION FOR PUBLIC INFORMATION FORM and submit it to the Office of the City Secretary. Every effort is made to supply this information as quickly as possible. If inspection or duplication within 10 business days after receipt of the request, the City will certify in writing a reasonable time when the information is available.

### PRODUCTION OF RECORDS

Records are normally available in paper form. The requestor will be notified when the records are available, so s/he can arrange to pick-up the records from City Hall.

If Records are available in electronic form they may be emailed. The City is not required to create a file that is not in electronic form.

Records can be sent by mail, provided the requestor prepays all charges, including postage.

Records consisting of more than ten (10) pages cannot be sent via fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

### DENIAL OF INFORMATION

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. You can contact our office for further information or contact the Texas Attorney General's website at: <http://www.oag.state.tx.us/open/index.shtml>