



320 North Locust Street, Point, TX 75472

Phone: 903-598-3296 Fax: 903-598-3371

PUBLIC INFORMATION REQUEST FORM

This request form, once filed and reviewed, should be transmitted to the Records Management Officer.
Please contact Records Management Officer - City Secretary, with questions at the number listed below.

City of Point - Attn: City Secretary

320 North Locust Street

Point, Texas 75472

Phone: (903)-598-3296, extension 1; Fax: (903)-598-3371; Email: cityclerk@cityofpoint.org

The City of Point provides information on various products and services that are available to the public in accordance with the Open Records Act. Public data can be obtained by written requests purchased from the Records Management Officer - City Secretary. Payments must be made in advance before any request is processed. All completed requests are final and non-refundable. The City of Point provides all products/data "as is" without warranty of any kind. Products/data may include accuracy or typographical errors. The City of Point is not responsible for any errors or omissions.

PLEASE PRINT LEGIBLE

Date: _____

THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME OF THE REQUEST OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION.

SHOULD THIS OCCUR, THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE.

Requestor's Name {Print}: _____ Phone Number: _____

Representing Firm or Company: _____

Mailing Address: _____

Description of Public Information being requested: _____

Signature of Requestor: _____

Office Use Only

Date Received: _____ Received By: _____

Time Received: _____ Amount Received: \$ _____

Process Completed: _____

Shipped/Mailed/Emailed/Pick Up Date: _____

Comments: _____

State of Texas) City of Point Public Information Request
County of Rains)

111.69 The General Services Commission Charge Schedule

The following is suggested summary of the charges for copies of public information that have been adopted by the General Services Commission of the Attorney General's Office for internal use:

<u>SERVICE RENDERED</u>	<u>CHARGE</u>
Standard Size Paper (8.5" x 11")	¢.20 per page / ¢.10 per side
Non-Standard Size Copy	
Legal Size Paper (8.5" x 14", 11" x 17")	¢.50 per page / ¢.25 per side
CD – DVD	\$10.00
Personnel Charge	\$15.00 per hour (\$7.50 per half-hour minimum)
Over-head Charge	20% of Personnel Charge
Computer Resource Charge (PC or LAN)	¢.50 per minute
Programming Time Charge	\$26.00 per hour
Miscellaneous Supplies	Actual Cost
Postage & Shipping Charge	Actual Cost
Fax Charge	\$1.00 per page
A) Local	¢.10 per page
B) Long Distance, same area code	¢.50 per page
C) Long Distance, different area code	\$1.00 per page
Other Costs	Actual Costs