



**CITY OF EL CAMPO, TEXAS  
PUBLIC INFORMATION REQUEST FORM  
OFFICE OF THE CITY SECRETARY**

**SUBMIT THIS FORM BY:**

<b>EMAIL:</b> City Secretary Kaylee Koudela <a href="mailto:kkoudela@cityofelcampo.org">kkoudela@cityofelcampo.org</a>	<b>MAIL:</b> City of El Campo Attention: City Secretary 315 E. Jackson St El Campo, Texas 77437	<b>FAX:</b> Attention: City Secretary (979)543-0027
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**PARTY REQUESTING INFORMATION**

\_\_\_\_\_  
(Name of Requestor)

\_\_\_\_\_  
(Mailing Address/City/State/Zip)

\_\_\_\_\_  
(Daytime Telephone Number)

\_\_\_\_\_  
(Email Address)

**DESCRIPTION OF DOCUMENTS REQUESTED. PLEASE BE SPECIFIC.**

[Empty box for description of documents requested]

**Please select the manner in which you wish to view the requested information:**

- I wish to physically inspect the requested information at the City offices.
- I wish to have copies made of the requested information at the authorized rates.
- I wish to have copies sent electronically via provided email address at authorized rates.

**Consent to Redact Certain Personal Information:**

I consent to have social security numbers, driver's license numbers, home addresses, personal numbers and email addresses, and birth redacted from the requested information. (Withholding consent may delay processing of this request by at least 45 business days while the City seeks an Attorney General's Opinion release of information.)

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**Rights of Requestor, Procedures to Obtain Information & Cost of Records on opposite side of sheet.**

Received by:

Date / Time:



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**All requests will be fulfilled in accordance with Texas Government Code Chapter 552**

**Rights of Requestor**

*You have the right to:*

- \* Prompt access to information that is not confidential otherwise protected;
- \* Received treatment equal to all requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements;
- \* Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- \* Choose whether to inspect the requested information (most often at no charge), receive copies of the information at a cost or both;
- \* A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- \* Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- \* Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

**Procedures to Obtain Information**

- \* Submit a request by mail, fax, email or in person according to a governmental body's reasonable procedures.
- \* Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- \* Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

**Cost of Records per Appendix A Fee Schedule**

*ARTICLE A1.000 MISCELLANEOUS FEES*

*SEC. A1.001 OPEN RECORDS FEES*

- (a) Paper: \$0.10/page
- (b) Oversize Paper: \$0.50/page
- (c) CD/DVD: \$2.50
- (d) USB flash/jump Drive: Actual Cost
- (e) Labor: \$15.00/hour to locate, compile and manipulate data and reproduce public information
- (f) All requests that exceed \$40.00, by law, will receive an estimate before processing the request.

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