



Town Hall
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RELEASE OF PUBLIC RECORDS
REQUEST FOR COPIES

Date: _____

Person Requesting Information: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **E-mail address:** _____

Information requested under the Texas Open Records Act, Texas Government Code, Chapter 552.
Please be specific or clarification will be required.

1. _____
2. _____
3. _____
4. _____

Copies will be \$.10 for each page after 10 pages. For 50 or more pages, the charge shall be \$.10 for each page plus personnel time charged at \$15 per hour. (Nonstandard size copies are more. Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule 111.63)

- Active records must exist; no compiling or creation will be made.
- Information requiring extensive research will be charged \$15 per hour.
- Do you wish to be notified of the estimated time for research? Yes _____ No _____
- Are you willing to pay for the necessary time to research this request? Yes _____ No _____
- If no, please explain: _____

Note: This request form makes no guarantee that the information being requested will be subject to public inspection and the Town of Prosper reserves the right to assert any statutory exemption under the Open Records Act or any other applicable laws governing disclosure. This form does not apply if medical records are being sought.

Signature: _____

Town Use Only

Information available by: _____

Information released to: _____ **AGO request:** _____

Amount due: _____ **Date:** _____