



City of Gatesville
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Open Records Request (ORR) Form

Request for Information:

Name: _____

Address: _____
(please city, state, and zip code)

Phone # _____ Email: _____

Information Requested: Please be specific and give details.

Your request will be handled in accordance with the [Public Information Act](#) (PIA).

Fees for Copies and Research not associated with a Police Report or Accident Report are charged in accordance with the PIA, Subchapter F, sections 552.261 through 552.275:

- \$0.10 per page for standard-sized paper copy (8 ½” x 11” or 8 ½” x 14) for 50 pages or less.
- \$0.85 for the first page and \$0.15 per page for more than 50 pages on standard size paper copy. Postage and shipping are actual cost.
- Research/labor time
 - \$15.00 per hour; Overhead charge is 20% of research/labor charge.
- Disc/CD - \$1.00
- Thumb drive – actual cost

Under the Public Information Act, some categories of information do not have to be released. 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.

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.

- 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 or No (please circle one)**

- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive?
 - **Yes or No (please circle one)**

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information.

Applicant Signature and Date: _____

For Office Use Only

Received: _____ Closed: _____
(please initial and date)

Activity Notes: _____

Delivered: _____
(date and method of delivery)

Charges: (explanation of charges)