

CITY OF DONNA
307 S. 12TH ST.
DONNA, TX 78537
(956) 464-3314 FAX (956) 443-3511

PUBLIC INFORMATION REQUEST

Date: _____

****THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. A determination will be made as soon as possible but not later than 10 business days.**

Person Requesting Information: _____

Firm or Company: _____ Address: _____

Phone/Cell: _____ Email: _____

Description of public record(s) being requested (Please be specific):

(Signature)

.....
(FOR OFFICE USE ONLY)
APPROVAL FOR RELEASE OF PUBLIC RECORD(S)

Routed to: _____ Date: _____

Department: _____

Action taken: _____

Department Head and/or City Attorney/City Manager Approval:

Department Head

City Manager

City Attorney

CITY OF DONNA
PUBLIC INFORMATION REQUESTS – SCHEDULE OF COSTS

READILY AVAILABLE INFORMATION ON STANDARD SIZE PAGES:

Readily available information shall be that information contained in the department's current files that may be photocopied or printed in the form in which it is contained in the file and that does not require more than one hour of staff time to obtain and copy.

50 pages or less - \$0.10 per page

More than 50 pages - \$0.15 for each additional page

NOT READILY AVAILABLE INFORMATION ON STANDARD SIZE PAGES:

\$0.70 for the first page and \$0.15 for each additional page

PLUS

Actual labor costs incurred in producing the records requested computed for staff services by multiplying the general hourly secretarial wage by the number of hours spent by the employee in locating the records.

For other non-secretarial employees, the employee's actual hourly wage rate will be used to compute labor costs.

NON-STANDARD SIZE RECORDS (LARGER THAN 8 1/2 BY 14 INCHES):

Charges will be made based on actual reproduction costs.