

CITY OF DONNA  
307 S. 12<sup>TH</sup> ST.  
DONNA, TX 78537  
(956) 464-3314 FAX (956) 464-9923

**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.