

# Public Information Request Form

(Please type or print in ink)

All requests must be in writing and sent to: **Public Information Officer, City of Boerne, 447 N. Main St., TX 78006 or Fax: (830) 249-9264**

Requestor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address, City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Information Requested (please be specific): \_\_\_\_\_

Check one:

\_\_\_\_\_ I request only to inspect (i.e. view) the information at Administration Building

\_\_\_\_\_ I request paper copies to be given:  In Person  By Mail  Email, when available

\_\_\_\_\_ I request digital copies on diskette (*when available*)

Signature \_\_\_\_\_

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(For completion by City official only)

Date Received: \_\_\_\_\_ PRR# \_\_\_\_\_

Disposition:

\_\_\_\_\_ Provided the following information for viewing: \_\_\_\_\_

\_\_\_\_\_ Fees Assessed: \$ \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Provided copies of the following information: \_\_\_\_\_

\_\_\_\_\_ Fees Assessed: \$ \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Sent to Attorney on: \_\_\_\_\_

\_\_\_\_\_ AG Opinion requested on: \_\_\_\_\_

\_\_\_\_\_ AG Opinion # \_\_\_\_\_ received on: \_\_\_\_\_

Notes: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **PUBLIC INFORMATION**

### **RULES OF PROCEDURE**

Public Information Act of 1997, Sect. 552.230.

The City of Boerne hereby adopts the following Rules for Procedures for Public Information. These rules are applicable for the public inspection of available public records and copies, if requested.

#### Requests for Public Information

Requests for public information will be in written form. A short application to request information is available to assist the public in the request. The request will be submitted to the Public Information Officer. The Public Information Officer has ten (10) days to respond to the request. It is the City of Boerne's intent to promptly respond to any request for information. Submit requests by email to [lcarroll@ci.boerne.tx.us](mailto:lcarroll@ci.boerne.tx.us), fax 830/249-9264, or mail City of Boerne, PO Box 1677, Boerne, TX 78006.

#### Viewing of Records

Records are available for viewing during normal business hours, Monday - Friday 8:00 AM - 5:00 PM. Requests for viewing of records in excess of 50 pages will be handled Monday - Thursday 8:00 AM - 5:00 PM only, due to the substantial interference with government operations. Once the records are available for inspection, the examination of the records must be completed no later than the 10<sup>th</sup> day after the date of availability. All provisions of Chapter 552.271 will be followed for requests of information older than five (5) years or if the information requested completely fills or when assembled will completely fill six or more archival boxes; and the Public Information Officer estimates that more than five (5) hours will be required to make the information available for inspection.

#### Copies of Public Information

Copies of Public Information will be made available following the General Provisions of the Public Information Act. Chapter 552.

#### Cost of Access / Copies of Public Information

The City of Boerne is in compliance with the Public Information Act, and adopts the established charges as provided by the General Services Commission, effective 12/3/97.