



Application for Public Information Request

I request the following information from the Office of the City Secretary of the City of Duncanville, Texas. I understand that the information will be provided pursuant to the provisions of the Public Information Act and any other relevant State or local law. I further understand in accordance with the Public Information Act and the City's Master Fee Schedule that a fee may be charged for the information prior to preparation or release.

(Master Fee Schedule provided on Reverse Side)

Note: Business days are Monday – Friday from 8:00am – 5:00pm (excluding holidays). All requests received outside of normal business hours shall be deemed received the next business day.

PLEASE PRINT

Date:	Name of Requestor:
Address:	
Phone #:	Email:

Public Records Request:

(Please provide as much detail as possible i.e. specific date and time, date or time frame, location, person or entity involved, subject matter)

----- OFFICE USE ONLY -----

Received by:	Completed and Released by:
_____ Name / Date	_____ Name / Date
Received by City Secretary's Office:	Notes:
_____ Name / Date	
Record Log Number:	

Texas Open Records Act, Chapter 522, Government Code, VTCS - On application for public information to the officer for public records in a governmental body by any person, the officer for public records shall promptly produce such information for inspection or duplication, or both, in the offices of the governmental body. If the information is in active use or in storage and, therefore, not available at the time a person asks to examine it, the officer for public records shall certify this fact in writing to the applicant and set a date and hour within a reasonable time when the record will be available for the exercise of the right given by this Act. Nothing in this Act shall authorize any person to remove original copies of public records from the offices of any governmental body.

A person requesting public information must complete the examination of the information within ten (10) days after the date the custodian of the information makes it available to the person. This may be extended if a written request is filed with the officer of public records during the initial examination period.

Public Information Master Fee Schedule

DEPARTMENT	BASIS/COMMENTS	Adopted Fee Effective 10/1/19
GENERAL GOVERNMENT ADMINISTRATION / ALL DEPARTMENTS		
PUBLIC INFORMATION CHARGES		
Copies, standard size	Per page.	\$ 0.10
Copies, non-standard size	Per page.	\$ 0.50
Disc (CD-RW or CD-R)	Each.	\$ 1.00
4 GB Flash drive	Each.	\$ 4.00
8 GB Flash drive	Each.	\$ 8.00
16 GB Flash drive	Each.	\$ 12.00
32 GB Flash drive	Each.	\$ 20.00
Digital video disc (DVD)	Each.	\$ 3.00
Labor charge	Per hour.	\$ 15.00
Overhead charge	Calculated based upon labor charge.	20%
Miscellaneous supplies		Actual cost
Postage and shipping		Actual cost
Certification of true copies		\$ 2.50
Attestation under Seal of Duncanville		\$ 2.50
DOCUMENTS		
Charter		\$ 5.00
Code of Ordinances	Available from Municipal Code Corporation	\$ 130.00