

OAK RIDGE NORTH POLICE DEPARTMENT

27424 ROBINSON RD. OAK RIDGE NORTH, TX. 77385

281-292-4762 O 281-364-1350 F

REQUEST FOR PUBLIC INFORMATION

All of the City's records are subject to the Public Information Act. Some are confidential, most are not. In order to obtain information, a written request must be received. The request should describe the desired information as clearly as possible. A request form is provided for the convenience of any person desiring to request information.

There is a charge of \$0.10 per page for a standard size (8 1/2 x 11, 8 1/2 x 14) document. Information contained in other formats, such as maps or tapes of meetings, costs more. If the request is for a large amount of information or the requested information is stored off-site and the estimated charges are more than \$40.00, the requestor will be provided with an estimate of the charges. A requestor may ask to view documents, rather than purchase copies. As a general rule, if the total charge comes to \$10 or more, you will be billed for that amount; we'll send you a bill for the expenses and send the requested materials once payment is received. If the expense to our agency is less than \$10, we will not charge you.

Here is a listing of the most common charges:

- Copies and/or printouts, up to 8 1/2" x 14" - \$0.10/page
- Personnel, non-programming - \$15.00/hour
- Diskettes, supply - \$1.00/each
- Postage - Actual cost

Certain information is made confidential by law. When confidential information is requested, an opinion from the Texas Attorney General will be sought and the requestor will be notified.

NAME: _____ Signature: _____ Date: _____
 ADDRESS: _____ TELEPHONE #: _____ FAX #: _____

In accordance with the provisions of the Public Information Act, **I hereby request copies of the following (please be specific):**

NOTE: The Public Information Act is very lenient in what it considers public information; however; the "Act" does not require nor does time permit this office to do general research, so please be very specific in your request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately. If such is the case, you will be notified by phone, or in writing of the time you may pick up your documentation and the cost for reproducing this information. While it is the intent of this office to furnish requested data in a straightforward manner, occasionally a requested item may not be considered a matter of public record. In these instances, we will seek the advice of the TX Attorney General and will notify you of any delay in processing your request.

Waiver: *I give permission to redact (remove) any information that is confidential pursuant to the Attorney General's Public Information Act, Sections: 552.101: Judicial Decisions; 552.102: Employees' personal privacy; 552.117: employee addresses, telephone nos., social security #'s, personal family information; 552.1175: personal information of security officers; 552.130(a): Driver's License, Permit, Title, Registration, Personal ID; 552.137: email addresses when communicating electronically with governmental body.*

Signature: _____

OFFICE USE ONLY - TO BE COMPLETED BY OFFICE PERSONEL

Date Received _____ Received by _____ Date Disclosed to Requestor: _____ Fees: \$ _____
 Necessary for Review by City Attorney: Yes _____ No _____ Date Sent to City Attorney: _____
 Requires Ruling from Attorney General: Yes _____ No _____ Date Submitted to Attorney General: _____

 Attorney General Opinion: (number) _____ Received on: _____