

CITY OF FAIR OAKS RANCH

Application for Information Under the Public Information Act

All requests must be in writing and directed to the City Secretary

7286 Dietz Elkhorn, Fair Oaks Ranch, Texas 78015

Fax: (210)698-3565 Email: cityhall@fairoaksranchtx.org

Date/Time Received: _____

PIA #: _____

Requestor's Name: _____

Request: Paper Copies (in person)

Company's Name: _____

Paper Copies (mailed)

Street Address: _____

Email Copies

City, State, Zip Code: _____

View at City Hall

Telephone: _____

(Select One Above)

Email: _____

Fax: _____

Detailed Description of Information Sought:

Requestor's Signature: _____

Date: _____

For Office Personnel Only

City Action: _____

Initial Admin Review: _____

City Attorney: Yes No

Staff Assigned: _____

CA Assignment No.: _____

10 Day Letter: _____

15 Day Letter: _____

AG Response: _____

AG Assignment No.: _____

AG Response Sent: _____

Final Admin Review: _____

Fees Estimate: _____

Fees Actual: _____

Date Paid: _____

Provided: Paper: _____

Email: _____

Viewed: _____

In Person/Mailed

Time Spent: _____

This Request: _____ hrs.

Month to Date: _____ hrs.

FY to Date: _____ hrs.



CITY OF FAIR OAKS RANCH
Public Information Request
Fees and Charges

PUBLIC INFORMATION FEE (TAC CHAPTER 70 RULE §70.3)

\$.10 per page	Number of Standard Paper Copies:	_____	\$
\$.50 per page	Number of Oversize Paper Copies:	_____	\$
\$ 1.00 Per CD	Number of CD	_____	\$
\$ 3.00 Per DVD	Number of DVD	_____	\$
\$ 2.50 per VHS Tape	Number of VHS Tapes:	_____	\$
\$ 1.00 per Audio Tape	Number of Audio Tapes:	_____	\$
\$15.00 per hour	Personnel Time - Hours:	_____	\$
20% of Personnel Cost	Overhead Charge	_____	\$
\$ 1.00 per hour	Computer Resource	_____	\$
Actual Cost	Miscellaneous Supplies	_____	\$
Actual Cost	Postage and Shipping	_____	\$
Actual Cost	Other Costs	_____	\$
	TOTAL:	\$ _____	