



PLEASANTON TEXAS

"BIRTHPLACE OF THE COWBOY"



OPEN RECORDS REQUEST OFFICE OF THE CITY SECRETARY

Date: _____

Name of requester: _____ Telephone: _____

Address (street, city, state, zip code): _____

I request: Inspection only Copies of the following records (provide detailed explanation of records requested): _____

Signature of Requestor: _____

RESPONSE (office use only)

List of Charges

Copies _____ X \$ _____ per page = \$ _____

Labor _____ X \$ _____ per hour = \$ _____
(if applicable)

Overhead \$ _____ X 20% = \$ _____
(labor + copies)

Other Charges: _____

Total Fee: \$ _____

Date Requestor notified of fees: _____ by _____ via _____

Date Response mailed, picked up, inspected, faxed _____