

CITY OF CANTON

REQUEST FOR PUBLIC RECORDS

Phone: 903-567-1841

Fax: 903-567-1793

Mail: City of Canton, City Secretary, P O Box 245, Canton, TX 75103

Office: City of Canton Office Complex, 24980 Hwy 64 East, Suite One, Canton , TX 75103

E-Mail: City Secretary: djohnson@cantontex.com

Date: _____

Name: _____

Address: _____

Phone: _____ E-Mail Address: _____

I request (copies ___ / review ___) of the following information under the Texas Open Records Act, Texas Government Code, Chapter 552. (Please be specific.)

1. _____
2. _____
3. _____
4. _____
5. _____

_____ I wish to be notified of the estimated cost prior to production.

Signature: _____

The charge for standard copies (letter and legal size) shall be \$0.10 for each page up to 50 pages. For 50 or more pages, the charge shall be \$0.10 for each page plus personnel time. (Per Texas Administrative Code; General Services Commission, Chapter 111, Subchapter C, Rule §111.63)

- The City will strive to furnish all information that is approved as soon as possible within ten (10) business days, dependent upon the workload of employees and complexity of items requested.
- Actual records must exist; records will not be compiled or created to fill this request.
- Charges will be waived for five or fewer standard pages requiring minimal research.
- There may be a \$15.00 per hour charge for information over 50 pages or requiring extensive research.
- Review or original records will be conducted on premises in the presence of a city representative.

Approved by: _____		Date: _____	
If seeking AG opinion, request date: _____		Response Date: _____	
AG Opinion: _____			
If pre-notification of cost: _____	Date: _____	Estimate: \$ _____	Authorized: Yes No
Date Available for pickup: _____	Notified: _____		
Cost: \$ _____	Payment: Cash	Check No. _____	Credit

