

**REQUEST FOR RECORDS OF THE
CITY OF LYTLE, TEXAS**

Under the provisions of the TEXAS OPEN RECORDS ACT, TEX. REV. CIV. STAT. ANN., Art. 6252-17a, Recodified under Government Code Chapter 552. (check one):

_____ I request that I be furnished copies of the following City of Lytle records. I understand that there will be a charge for this service. I further understand that the charge must be paid by the requester before the record is released. All charges are non-refundable.

_____ I request to see the following City of Lytle records. I understand that there may be a non-refundable research charge for locating these records. I further understand that any quotes or estimates for research charges are subject to change and the final research charge will be based upon actual time accrued by City staff in compiling the requested records. I further understand that a deposit must be prepaid by the requester before the documents are made available for inspection. I further understand that I am NOT allowed to remove, alter, tamper with, or deface any of the materials produced by the City of Lytle for my inspection. I further understand that there will be an additional charge per copy of any record(s) reproduced, and time incurred by City of Lytle staff in reproducing the copies.

Description of Records (give sufficient detail to identify accurately):

(Attach additional sheets if necessary to describe requested records.)

Name of Requester: _____
Requester's Mailing Address: _____
Requester's Telephone: _____

FOR DISTRICT USE ONLY

Name of District Representative: _____ Date: _____ Amount of Deposit: \$ _____

COST OF REPRODUCTION

Estimated cost based on reproduction and / or research time: \$ _____

FEES: Printed Materials Reproduction

Research of requested documentation:	\$15.00 / Hour	\$ _____
Standard-size paper copy	\$00.10 / Page	\$ _____
Non-standard-size paper copy	\$00.50 / Page	\$ _____
Postage and shipping charges	Actual Cost	\$ _____
Miscellaneous charges for supplies	Actual Cost	\$ _____

All items will be copied page for page, unless requested on a non-standard-size paper copy, in which some expectations may apply. Any and all research will be pro-rated, if less than even time.

Total Cost \$ _____

City of Lytle Representative Preparing Request: _____ Date: _____

City of Lytle Supervisor Authorizing or Denying Release of Information: _____ Date: _____

City of Lytle Representative Furnishing Copies: _____ Date: _____