CITY OF PAYNE SPRINGS

19601 CR 2529
PAYNE SPRINGS, TX 75156
903-451-9229
Email: secretary1@paynespringstx.com

OPEN RECORDS REQUEST

The City has up to 10 business days from the date of the filed request to process your application. By signing below, you are agreeing to the terms and conditions of this agreement and understand that the fees listed below are subject to additional labor costs incurred by the City in providing the requested information.

Name: _____ Phone: _____

Address: _____ Email: _____

WHAT KIND OF RECORDS DO YOU NEED (BE SPECIFIC):

_____

_____

_____

_____

Public Information Charges

	Rates
Standard-size paper copy	$.10 per page / 50 pages or less (If records are stored at a remote storage facility, at two or more separate buildings that are not connected or consists of over 50 pages, then labor and overhead charges are applicable.)
Nonstandard-size copy (oversize paper, specialty paper, etc.)	$.50 per page
Labor Charge	$15.00 per hour
Overhead Charge	20% of labor charge
Postage & Shipping Charge	Actual Cost (certified priority mail)

Signature: _____ Date: _____

Office personnel below

Received By: _____ Date: _____