



# CITY OF RICHLAND HILLS, TEXAS

## POLICE DEPARTMENT

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Web: [www.richlandhills.com](http://www.richlandhills.com)

### REQUEST FOR INFORMATION

I request the following information from the Office of the City Secretary of the City of Richland Hills, Texas. I understand that the information will be provided under the provisions of the Public Information Act and that a fee may be charged for the information.

Request made by: \_\_\_\_\_ Date of request: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### SPECIFIC RECORDS REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

### **In accordance with Ordinance 739-94 and 756-95, charges for copies are as follows:**

Standard size copy:	\$0.10 per page	CD:	\$1.00
Non-standard size copy:	\$0.50 per page	DVD:	\$3.00
Labor Fee:	\$15.00 per hour		

The City of Richland Hills has set a 36-hour limit on the amount of time that personnel is required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor without recovering its costs attributable to that personnel time. This time limit is for a 12-month period that corresponds to the City's fiscal year. (Ordinance 1191-10 and as authorized by Tex. Gov't Code 552.275).

### For City Use Only

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

No. of Pages Copied: \_\_\_\_\_ Fee: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Staff time on Request: \_\_\_\_\_ Cumulative Staff Time for Requestor: \_\_\_\_\_

Cost of Labor (only applicable if: documents are located in two or more separate buildings or in a remote storage facility; documents exceed 50 pgs; or Requestor has exceeded 36-hour time limit). \_\_\_\_\_



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