



CITY OF RICHLAND HILLS, TEXAS

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Web: 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

Charges for Providing Copies of Public Information:

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 OFFICE USE ONLY

DATE RECEIVED: _____

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OF COPIES PROVIDED: _____

In Person _____ Mailed _____ Faxed _____ Emailed _____