



CITY SECRETARY'S OFFICE
PUBLIC INFORMATION ACT REQUEST
E-MAIL: openrecords@conversetx.net

NAME: _____ BUSINESS AGENCY: _____ DATE: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: () _____ FAX: _____ EMAIL: _____

PLEASE NOTE THAT A BROAD REQUEST WILL INCUR HIGHER CHARGES REQUIRED BY LAW. IT IS TO YOUR ADVANTAGE TO CLEARLY STATE THE DOCUMENTS YOU ARE SEEKING AS SPECIFIC AS POSSIBLE.

YOU MAY ALSO FORGO CERTAIN COPYING COSTS BY OPTING TO USE EMAIL INSTEAD.

1. PLEASE SPECIFY A DATE RANGE TO SEARCH FOR DOCUMENTS
2. PLEASE INCLUDE THE PHYSICAL ADDRESS IF REQUESTING RECORDS ON A PROPERTY.
3. IF YOU ARE REQUESTING EMAILS:
 - a. SPECIFY DATE RANGE.
 - b. SPECIFY EMPLOYEE NAME/EMAIL ADDRESS OR THE DEPARTMENT TO SEARCH.
 - c. THE REQUESTOR MUST INCLUDE THE SEARCH WORD(S) OR PHRASE SO EMAIL RECORDS CAN BE SEARCHED.

DESCRIPTION OF INFORMATION REQUESTED (PLEASE DESCRIBE IN DETAIL. IF YOUR REQUEST IS UNCLEAR, THE CITY WILL CONTACT YOU TO CLARIFY):

I AGREE TO THE REDACTION OF INFORMATION THAT MAY BE CONFIDENTIAL BY LAW: _____ (PLEASE CHECK)

PLEASE CHECK ONE: I WISH TO INSPECT: _____ I WISH COPIES TO BE MADE: _____ (.10 CENTS PER PAGE FACE)
LABOR CHARGES WILL BE IMPOSED FOR REQUESTS OF 51 OR MORE PAGES AT THE RATE OF **\$15.00** PER HOUR, PLUS OVERHEAD (**25% OF LABOR**). AN ITEMIZED STATEMENT OF ESTIMATED CHARGES WILL BE PROVIDED FOR ESTIMATED CHARGES EXCEEDING \$40.00. A BOND/DEPOSIT MAY BE REQUIRED IF ESTIMATED CHARGES ARE \$100 OR MORE.

SIGNATURE OF REQUESTOR

DATE

PAYMENT METHODS: CASH, CHECK OR CARD.
PLEASE NOTE THAT A 4 % FEE APPLIES TO ALL CARD PAYMENTS.
PLEASE SUBMIT PAYMENT TO :
CITY OF CONVERSE
406 S. SEGUIN
CONVERSE, TX 78109