



City of Jacinto City
1301 Mercury Dr.
Jacinto City, TX 77029
Phone: 713-674-8424

Request for Public Records

Submit applications at City Hall 1301 Mercury Dr. Jacinto City, TX 77029
or via Email to City Secretary at christal.rodriguez@jacintocity-tx.gov

I want to view the information. _____

I want a copy of the information. _____

Document Type: (Please check request type below)

City Administration	Code Violation	Fire	Court	Other
(Specify Department & Type)	(Please Site Code)	(Please Specify Date)	(Note if you are Self or Legal Representative. Court Records for Self will require a Valid Photo Driver's License or ID)	

Date of Incident: _____

Case Number: _____

File Name: _____

Please be as specific as possible.

Description of Information:

Paper Copies:	Quantity	Total
Copies of any standard size pg or portion of a pg of any report, record, ordinance, receipt, or document of any type,	_____ \$2.00/per pg	_____
Large Maps or Drawings	_____ \$10.00/each	_____
Small Maps or Drawings	_____ \$10.00/each	_____
Non-Standard size	_____ \$.50/each	_____
Labor Charges:	_____ \$15.00/hr	_____
(Includes the actual time to locate, compile, manipulate data and reproduce)		
Posting/Shipping Charges:	_____ actual cost	_____

Other Charges:

* Notary	_____	\$5.00/each	_____
* Overhead Charge	_____	20% of Labor Charge	_____
(Over 50pgs and/or stored in separate bldg)			
* Special Program/Software	_____		_____
(Document created/stored by special access electronic paid program services, not used by agency for other purposes.)			

Non-Paper Copies:

CD	_____	\$1.00/each	_____
DVD	_____	\$3.00/each	_____
USB 2GB	_____	\$4.00/each	_____
USB 8GB	_____	\$8.00/each	_____
Emailed	_____	\$.10 per pg scanned into electronic format	_____
	_____	\$.05 for every 4 electronic attachments uploaded	_____
	_____	\$.10 per gigabyte	_____

Method of Payment: _____

Total Charges: _____

The Public Information Act does not require a governmental body to create new information, do legal research, answer questions or comply with a continuing request to supply information on a periodic basis. The City of Jacinto City may however, ask for clarification if it is uncertain as to what is being requested. Some records of the City of Jacinto City may be exempt from disclosure.

The Public Information Act is lenient in what it considers public information; however, the "Act" does not require nor does time permit this office to do general research, so please be very specific in your request. Due to time constraints and the routine day-to-day functions of our office, we may be unable to produce the record you have requested immediately. If such is the case, you will be notified when you may pick up your documentation and the cost for reproducing this information. While it is the intent of this office to furnish requested data in a straightforward manner, occasionally a requested item may not be considered a matter of public record and may contain confidential information protected under the act. In these instances, we will seek the advice of the TX Attorney General and will notify you of any delay in processing your request. In some cases, signing the below waiver, may help in expediting your request by permitting us to redact information that is confidential pursuant to the Texas Open Records Act.

I, _____, am requesting a copy of City Records and/or Services.

I understand that I must pay charges as outlined above in regards to this request.

Signature: _____

Today's Date: _____

Address: _____

Phone: _____

Waiver: I give permission to redact any information that is confidential Pursuant Section 552.101, 552.102, 552.108, 552.130(a), 552.117, 552.1175, 552.137 of the Texas Government Code (Open Records Act). This will help expedite your request.

Signature: _____

