

**CITY OF WORTHAM
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS**

(PLEASE PRINT ALL INFORMATION)

Every effort is made to expedite all requests for disclosure of public records, however, due to personnel demands, schedules and type of information requested the disclosure of records may take the time allowed by law which is ten (10) working days.

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

DESCRIPTION OF REQUESTED RECORDS (be as specific as possible with type, dates, etc.)

Date of Request

Signature of Applicant

****FOR OFFICE USE ONLY****

APPROVED FOR DISCLOSURE: ☐ YES ☐ NO (State Reason) Reason for Non-approval: _____ _____ _____	Date Disclosed: _____ Number of Copies: _____ Fees: \$ _____ Released By: _____
REQUIRES REVIEW BY CITY ATTORNEY: ☐ YES ☐ NO ATTORNEY APPROVED FOR DISCLOSURE: ☐ YES ☐ NO Reason for Non-approval: _____ _____ _____	Date/Time Faxed to City Attorney: _____ Date Approved by City Attorney: _____
REQUIRES RULING FROM ATTORNEY GENERAL: ☐ YES ☐ NO ATTORNEY GENERAL APPROVED FOR DISCLOSURE: ☐ YES ☐ NO	Date Mailed to Attorney General: _____ Date Returned from Attorney General: _____

This shall serve to notify the general public that this office will receive and comply with its statutory obligations under the Texas Public Information Act, Section 552.01 et seq. Texas Government Code. Under the expressed provisions of the Public Information Act, records of judiciary (municipal court) are not included in a request for public information. Sections 552.003 and 552.035, Texas Government Code, Supreme Court Administrative Rule 12 and Article I, Section 13 Texas Constitution, govern all requests for information or document(s) concerning the judicial records and/or court proceedings. All requests for such records should be specifically made to the Presiding Judge, Wortham Municipal Court, 110 West Main, Wortham, Texas Monday - Friday 8:00 a.m. through 4:00 p.m.

**CITY OF WORTHAM
PUBLIC INFORMATION CHARGES**

Standard-Size Copy (up to and including 8.5 inches x 14 inches) reproduced by copier or computer printer

a. 50 pages or less of readily available information	_____ \$0.10 per page	_____
b. In excess of 50 pages of readily available information	_____ \$0.85 first page	_____
	_____ \$+0.15 ea. Adtnl	_____
c. Non readily available information	_____ \$0.70 first page	_____
	_____ \$+0.15 ea. Adtnl	_____
	_____ +Personnel costs**	_____

Nonstandard-Size Copy

a. Diskettes	_____ \$1.00	_____
c. Paper copy (oversized)	_____ \$1.00	_____

**Personnel Charge – prorated

No charged for 50 or fewer readily available standard
Size form, or time of an attorney.

_____ \$15.00/hr _____

Postal and Shipping Charge

_____ Actual Cost _____

Tax Charge

Local

_____ \$0.10/page _____

Long Distance – same area code

_____ \$0.50/page _____

Long Distance – different area code

_____ \$1.00/page _____

DEPOSIT IF ESTIMATED CHARGES EXCEED \$100.00

_____ ½ charges ()

TOTAL CHARGES: \$ _____

PAID BY: _____

RECEIVED BY: _____

DATE: _____

RECEIPT NUMBER: _____