

**CITY OF STAGECOACH, TEXAS
PUBLIC REQUEST FOR INSPECTION/COPY OF INFORMATION
OFFICE OF THE CITY SECRETARY**

The information may or may not be available at the time requested. The City of Stagecoach reserves the right of ten (10) business days to complete the public Information Request; however, we will strive to accommodate your request as quickly as possible. Copies will be provided at ten cents (\$0.10) per page. Any copy requests of 51 pages or more that require gathering and/or compiling will be charged depending on materials, labor, overhead, postage, etc. at the rate of \$15.00 per hour for the time required to fulfill the request. If copy charges exceed \$40.00, we will provide you with an Itemized Estimate of Charges.

PARTY REQUESTING INFORMATION:

(Name of Requestor)	(Mailing Address)
(City/State/Zip)	(Daytime Telephone Number)

DESCRIPTION OF PUBLIC INFORMATION REQUESTED. Please be as specific as possible.

Please select the manner in which you wish to view the requested information

- I wish to physically inspect the requested information at the City offices.
- I wish to have copies made of the requested information at the authorized rates.

I wish to have the requested information sent to me by:

Mail _____ Fax _____ Email _____

Consent to Redaction of Certain Personal Information

- I consent to have social security numbers, driver's license numbers, home addresses, personal phone numbers, and e-mail addresses redacted from the requested information. **Withholding consent may delay processing of this request by up to 45 business days while the City seeks an Attorney General's Opinion on its ability to release this information.**

Requestor's Signature: _____

DISPOSITION OF REQUEST FOR PUBLIC RECORDS
(FOR OFFICE USE ONLY)

Date Received: _____ Method of Receipt: _____

DATE OF FINAL ACTION ON THIS REQUEST: ____/____/____

ACTION TAKEN: _____

(ATTACH COPIES OF ANY INVOICES OR ITEMIZED BILLS ASSOCIATED WITH THIS REQUEST)