

CITY OF BLANCO

Application for Information under the Public Information Act

All requests must be in writing and directed to the City Secretary

300 Pecan Street, Blanco, Texas 78606

(830) 833-4525 x101 Email: citysec@cityofblancotx.gov

Date/Time Received: _____

PIA# _____

Requestor's Name: _____

Request: Paper copies (in person) _____

Company's Name: _____

Paper copies (mailed) _____

Street Address: _____

Email Copies _____

City, State, Zip Code: _____

Detailed Description of Information Sought:

Requestor's Signature: _____

Date: _____

For Office Personnel Only

City Action:

City Attorney: Yes No

CA Assignment No.: _____

10 Day Letter: _____

15 Day Letter: _____

AG Response:

AG Assignment No: _____

Initial Admin Review: _____

Staff Assigned: _____

AG Response Sent: _____

Final Admin Review: _____

Fees Estimate: _____

Fees Actual: _____

Date Paid: _____

Provided: Paper: _____

Email: _____

Viewed: _____

In Person/Mailed

Time Spent:

This Request: _____ hrs.

Month to Date: _____ hrs.

FY to Date: _____ hrs.

CITY OF BLANCO
Public Information Request
Fees and Charges

Date/Time Received: _____

PIA# _____

Requestor's Name: _____

Request: Paper copies (in person) _____

Detailed Description of Information Sought:

PUBLIC INFORMATION FEE (TAC CHAPTER 70 RULE 70.3)

\$.10 per page	Number of Standard Paper Copies	_____	\$ _____
\$.50 per page	Number of Oversize Paper Copies	_____	\$ _____
\$1.00 per CD	Number of CD	_____	\$ _____
\$3.00 per DVD	Number of DVD	_____	\$ _____
\$1.00 per Audio Tape	Number of Audio Tapes	_____	\$ _____
\$15.00 per hour	Personnel Time - Hours	_____	\$ _____
20% of Personnel Cost	Overhead Charge	_____	\$ _____
\$1.00 per hour	Computer Resource	_____	\$ _____
Actual Cost	Miscellaneous Supplies	_____	\$ _____
Actual Cost	Postage and Shipping	_____	\$ _____
Actual Cost	Other Costs	_____	\$ _____

Total: \$ _____