



## **Texas Public Information Act Resource Guide**

The City of Forney is pleased to provide records under the terms of the Texas Public Information Act. Simple records, which are easily accessible and do not require substantial research, can be provided at the cost of 10 cents per page. The City does not charge for the copies if they amount to 9 pages or less (some police records will cost more). Records that require significant staff time for research may require an additional fee for the time and expense associated with providing the information to you. Please be assured that we will contact you with an estimate of any such costs before the research work is provided to you.

**Note:** Depending on the specific document request, it may take up to 10 business days to respond to certain requests.

*"The Act is triggered when a person submits a written request to a governmental body. The request must ask for records or information already in existence. The Act does not require a governmental body to create new information, to do legal research, or to answer questions."*  
– Public Information Handbook

## THE CITY REQUIRES THAT ALL REQUESTS BE IN WRITING.

Requestors may submit requests for information in person (a form will need to be completed), by mail, via fax or e-mail to:

City Secretary  
P. O. Box 826  
Forney, Texas 75126  
Fax: (972) 564-7349  
[dbrooks@cityofforney.org](mailto:dbrooks@cityofforney.org)

### DEFINITIONS:

**"Normal Business Hours"** means between 8:00 a.m. and 5:00 p.m. Monday through Friday, except for City-observed holidays.

**"Requestor"** means a person making a request for public information.

**"Officer for Public Information"** means the City Secretary.

**"Public Information"** means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business by the City or for the City, and the City owns the information or has a right of access to it. The term "Public Information" applies to recorded information in practically any medium, including paper; film; a magnetic, optical or solid state device that can store an electronic signal; tape; Mylar; linen; silk and vellum. The general forms in which the media containing public information exist include a book, paper, letter, document, printout, photograph, film, tape, microfiche, microfilm, Photostat, sound recording, map and drawing and a voice, data, or video representation held in computer memory. (Sec. 552.002 Tex. Gov't Code Ann.) The Texas Public Information Act does not require a governmental body to create new information, to do legal research, or to answer questions. The request must ask for records or information already in existence.

### EXAMPLES OF ITEMS PROTECTED FROM PUBLIC DISCLOSURE:

- ❖ Names, addresses, phone numbers of peace officers
- ❖ Certain police records
- ❖ Certain personnel information
- ❖ Certain documents related to litigation
- ❖ Trade secrets/proprietary information that would give advantage to competitors or bidders.

# **Fee Schedule**

As promulgated by the Texas Attorney General's Office

Copies of records may be purchased for the fee prescribed by law or regulation. If a fee is not prescribed by law or regulation, the fee shall be the actual cost of duplicating the record. Listed below are a few examples:

- Standard Paper Copy [8 1/2 x 11 or 11 x 14] \$ .10 per page
- Oversized Paper Copy [11 x 14 and larger] \$ .50 per page
- Blueline/Blueprint Paper (all widths) \$ .20 per linear foot
- Mylar (36-inch, 42-inch, and 48-inch)
  - 3 mil. \$ .85 per linear foot
  - 4 mil. \$ 1.10 per linear foot
  - 5 mil. \$ 1.35 per linear foot
- Photographs Actual Cost
- Diskette \$ 1.00 each
- Audio Cassette or CD \$ 1.00 each
- Digital video disk (DVD) \$ 3.00 each
- VHS Video Cassette \$ 2.50 each
- Miscellaneous Supplies Actual Cost
- Postage and Shipping Costs Actual Cost
- Personnel Charges for Offsite Information Retrieval \$ 15.00 per hour
- Other Costs Actual Cost
- No Sales Tax shall be applied to copies of public information.
- For requests over 50 pages or offsite, the charge is \$0.10 per page plus \$15.00 per hour administrative fee, plus overhead at the rate of 20% of labor charge.