

CITY OF HOUSTON

Request for Public Records

Phone: 417-967-3348

Fax: 417-967-4252

All requests must be submitted to the City of Houston Custodian of Records, City Clerk Heather Sponsler

PLEASE PRINT ALL INFORMATION

Date of Request: _____

Name of Person or Company Requesting Information: _____

Address of Requestor of Information: _____

Daytime Phone: _____

Alternate Phone: _____

Email: _____

Description of Records being Requested (dates, addresses, names, etc.)

RESEARCH AND DUPLICATION FEES ALLOWED UNDER STATE LAW ARE AS FOLLOWS:

Duplication Fees: Clerical Fee of \$17.50 per hour plus: *

- 10 cents per page no larger than 9" x 14"
- Copies larger than 9" by 14" shall include the cost of copies and staff time, which shall not exceed the average hourly rate of pay for staff of the City of Houston
- Fees for maps, blue prints or plats that require special expertise to duplicate shall include national rate of compensation for the trained personnel required to duplicate such documents. If programming is required beyond the customary and usual level to comply with the request for records or information, fees for compliance may include national costs of such program.
- Mailing fee

* If research time is required by managerial staff, fees will include the hourly rate of said staff.

I, the undersigned and requester of this information, understand the above research fee amounts and agree to proceed with this research request. I further understand that depending on the amount of research and copies requested that I may be required to pay a deposit for research to begin on said request.

Signature

Date