

Open Record Request Public Information Form

CITY OF DUBLIN, TEXAS

(Please type or print in black or blue ink)

All requests must be in writing and sent to: **Public Information Officer, City of Dublin, 213 E. Blackjack, Dublin, Texas 76446**
or Fax: (254) 445-3727 or customerservice@ci.dublin.tx.us or ejimenez@ci.dublin.tx.us

Requestor's Name: _____ Date: _____

Mailing Address: _____ City: _____ State: _ Zip: _____

Home Telephone: _____ Cell Phone: _____ Fax: _____

Email: _____

Description of Information Requested (please be specific): _____

Check one:

_____ I request only to inspect (i.e. view) the information at Administration Building

_____ I request paper copy to be given: In Person By Mail By E-Mail By Fax

Signature: _____

Printed: _____

Picked up by: _____ Date: _____ Time: _____

(For completion by City official only)

Date Received: _ Report # _____ Fee \$10.00: __ Check __ Cash __ Credit Card __ No charge

Date Released:

_____ Provided copies of the following information: Accident Report (Form CR-3) Incident Report
 Narratives Supplements Pictures Medical Examiners Report Fire Report

_____ Provided information for viewing: Accident Report (Form CR-3) Incident Report Pictures
 Narratives Supplements Medical Examiners Report Fire Report Other _____

_____ Sent to City Attorney on: _____ Received on: _____

_____ AG Opinion requested on: _____ Received on: _____ AG Opinion #: _____

_____ Notified Requestor of AG Letter sent on: _____

Processed by: _____ Date: _____

PUBLIC INFORMATION RULES OF PROCEDURE

Public Information Act of 1997, Sect. 552.230.

The City of Dublin hereby adopts the following Rules for Procedures for Public Information. These rules are applicable for public inspection of available public records and copies, if requested.

Requests for Public Information

Requests for public information must be in written form. A short application to request information is available to assist the public in the request. The request must be submitted to the Public Information Officer. The Public Information Officer has up to ten (10) days to respond to the request. It is the City of Dublin's intent to promptly respond to any request for information. Requests **may be** submitted: **In Person, By mail to:** Public Information Officer, City of Dublin, 213 E. Blackjack, Dublin, Texas 76446; **Email to:** customerservice@ci.dublin.tx.us or ejimenez@ci.dublin.tx.us ; or **Fax to:** 254-445-3727.

Viewing of Records

Once records become available for viewing, they may be viewed during the hours, Monday - Friday 10:00 AM - 3:00 PM only (closed designated holidays or any day designated by the City Manager or Mayor). Due to the substantial interference with government operations, all records must be viewed and completed no later than the 3rd day after the date of availability.

Copies of Public Information

Copies of Public Information will be made available following the General Provisions of the Public Information Act. Chapter 552.

Cost of Access / Copies of Public Information

The City of Dublin is in compliance with the Public Information Act, and adopts the established charges as provided by the General Services Commission. All provisions of Chapter 552.271 will be followed for requests of information older than three (3) to five (5) years or if the information requested completely fills or when assembled will completely fills three to six or more archival boxes; and the Public Information Officer estimates that more than five (5) hours will be required to make the information available for inspection. Costs will apply for 10 or more pages.