



# REQUEST FOR INFORMATION

ALL REQUESTS MUST BE MADE IN WRITING AND DIRECTED TO THE CITY SECRETARY  
210 WEST COTTONWOOD ST., MADISONVILLE, TX 77864  
(936) 348-2748 // (936) 348-3815 // [james.greene@ci.madisonville.tx.us](mailto:james.greene@ci.madisonville.tx.us)

Requestor's Name:

Mailing Address:

City, State, Zip:

Telephone/Fax:

Email Address:

Signature:

Date:

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the City of Madisonville, Texas:

List information as specifically as possible, including name, dates and case numbers, if known. Attach a separate sheet to this form if necessary.

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In making this request I understand that the City is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. I further understand that the City has ten (10) business days in which to request such a determination.

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## CITY USE ONLY

Date received:

Employee receiving Information:

Date forwarded to Legal:

Date released:

Employee releasing information:

Miscellaneous comments/instructions from Legal and/or City Secretary:

## CITY OF MADISONVILLE FEE SCHEDULE

The following is a summary of the charges for copies of public information that have been adopted by the Attorney General as applicable to the City of Madisonville.

<b><u>SERVICE RENDERED</u></b>	<b><u>CHARGES</u></b>
(1) Standard Paper Copy	\$0.10 per page
(2) Nonstandard Copy:	
(A) Diskette	\$1.00
(B) Magnetic tape	Actual cost
(C) Data Cartridge	Actual cost
(D) Tape cartridge	Actual cost
(E) Rewritable CD (CD-RW)	\$1.00
(F) Non-rewritable CD (CD-R)	\$1.00
(G) Digital video disc (DVD)	\$3.00
(H) JAZ drive	Actual cost
(I) Other electronic media	Actual cost
(J) VHS video cassette	\$2.50
(K) Audio cassette	\$1.00
(L) Oversize paper copy	\$.50
(M) Specialty paper (Mylar, Blueprint, Blueline, Map, Photographic)	Actual cost
(3) Microfiche and Microfilm	
(A) Paper copy	\$.10 per page
(B) Fiche or film copy	Actual cost
(4) Computer Resource Charge	
(A) Mainframe	\$10 per minute
(B) Midsize	\$1.50 per minute
(C) Client/Server	\$2.20 per clock hour
(D) PC or LAN	\$1.00 per clock hour
(5) Other Public Information Charges	
(A) Computer Programmer	\$28.50 per hour
(B) Personnel Charge (50 or more pages)	\$15.00 per hour
(C) Overhead Charge (50 or more pages)	20% of Personnel Charge
(D) Remote Document Retrieval Charge	Actual Cost
(E) Miscellaneous Supplies (labels, boxes)	Actual Cost
(F) Postage and Shipping	Actual Cost
(G) Miscellaneous (credit card transaction fee)	Actual Cost