

Office of the City Secretary

P.O. Box 247 • Elmendorf, TX 78112

Office: (210) 635-8210

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NOTICE: UPON RECEIPT OF A REQUEST FOR INFORMATION, THE CITY OF ELMENDORF HAS TEN (10) BUSINESS DAYS IN WHICH TO RELEASE THE INFORMATION TO THE REQUESTOR OR REQUEST AN OPEN LETTER RULING FROM THE TEXAS ATTORNEY GENERAL.

Elmendorf, TX Rev. 01/2024		PUBLIC RECORDS REQUEST FORM	
Requester's Name/Name of Business		Telephone#	
Email Address			
Address			
Description of Information			
Requested By:		Would you like documents emailed free of charge?	
Requestor's Signature		Date	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
For Office Use Only			
Is requested information considered an open record? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain on reverse side of this form.			
	# of copies, hours, etc.	Item/Unit Price	Extended Item/Unit Price
Copies			
-Standard-size from page originals.....		@ \$.10/page	\$
-Rewritable/Non-writable CDs (CD-RW & CD-R).....		@ \$ 1.00/each	\$
-Audio Cassette.....		@ \$ 1.00/each	\$
-Postage/Shipping Charges.....		@ \$ Actual Cost	\$
-Other Charges (Photographs, misc. supplies, etc.)		@ \$ Actual Cost	\$
(Description):.....		@ \$ Actual Cost	\$
TOTAL CHARGES:			\$
Fees Computed By		Date	
Release of Information and Fee Assessment Approved By (Department Head/Designated Signer)			
Information/Documents Received By		Date	

Submit your request by
 Email: admin@elmendorf-tx.com
 Fax: 210-635-8221
 Mail: City of Elmendorf
 PO Box 247
 Elmendorf, Tx 78112