CITY OF OLMOS PARK
120 WEST EL PRADO
SAN ANTONIO, TEXAS 78212

OPEN RECORDS REQUEST

Please write your request for public information in the space provided below. Please indicate whether your request is to view a particular City of Olmos Park document or if your request is for a copy of specific record(s) for City of Olmos Park. Staff will telephone you within 10 working days to notify you when the information will be ready for review or copies made, and the appropriate charges assessed.

Fee Schedule:

* Standard paper copy	$0.10 per page
* Oversized paper copy	$0.50 per page
* Postage/shipping charges	actual cost
* Police reports	$3.00
* Labor for locating, compiling and reproducing (more than 50 pages)	$15.00 per hour

(note: additional fees may apply to diskettes, VHS video cassette, audio cassette, etc.)

Date:_____

Name: _____

Address: _____

Telephone: _____

Record Request: (Please be specific about the information you are requesting.)

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Signature of Person Making Request

FOR OFFICE USE ONLY

File Requested _____ Notified Customer:_____
Archives _____ Fee Charged: _____
File Received _____
Copies Made: YES NO Signature: _____