



BUDA POLICE DEPARTMENT



PUBLIC INFORMATION REQUEST

The information may or may not be available at the time requested. The City of Buda reserves ten (10) business days to provide the information requested; however, we will strive to accommodate your request as quickly as possible. Copies will be provided at ten cents (\$0.10) per page. Any requests that contain 51 pages or more will be charged for labor at the rate of \$15.00 per hour for the time to locate, compile and manipulate data, and to reproduce the requested information, and for overhead at 20% of any labor charge. Please see the fee schedule for a detailed listing of all potential charges. If charges are estimated to exceed \$40.00 we will provide you with an itemized statement of estimated charges. In some instances, we may require a deposit or pre-payment of any anticipated copy costs.

PARTY REQUESTING INFORMATION:

| | |
|---------------------|------------------------------|
| _____ | _____ |
| (Name of Requestor) | (Daytime Telephone Number) |
| _____ | _____ |
| (Mailing Address) | (City / State / Zip) |
| _____ | _____ |
| (Email Address) | (Case Number, If Applicable) |

DESCRIPTION OF INFORMATION REQUESTED. PLEASE BE AS SPECIFIC AS POSSIBLE.

Consent to Redaction of Certain Personal Information

- I consent to have social security numbers, driver's license numbers, vehicle registration, email addresses of members of the public, and dates of birth redacted from the requested information.
- I consent to have the City of Buda's officials' and employees' date of birth, home addresses, personal phone numbers, personal email addresses, emergency contact information, and family member information redacted from the requested information.

Requestor's Signature: _____

DISPOSITION OF REQUEST FOR PUBLIC RECORDS (FOR OFFICE USE ONLY)

Date Received: ____/____/____ (mm/dd/yy) Date Due: ____/____/____ (mm/dd/yy)

TPIA #: _____

Action Taken: _____