

City of Copperas Cove
Public Records Request Form

Requestor's Name: _____ Telephone: _____
Please Print

Address _____

City: _____ State: _____ Zip: _____

Email Address: _____
Please print mailing/email address

I understand that:

- 1) My request is limited to the information in existence at the time and on the day my request is received.
- 2) The City has no duty to answer questions or create documents to respond to a request pursuant to the Texas Public Information Act, but if I ask a question, the City will make a diligent effort to determine whether there is information responsive to my question in its records and respond.
- 3) Certain information held by the City may be confidential as a matter of law, or may be excluded from public disclosure when applying various provisions of the Texas Public Information Act*

Therefore, to assist in processing your request, please choose Option A or Option B below:

OPTION A - Initial: _____, *I hereby agree to limit the scope of my request* to only those documents/information contained in the City's records that the City believes is non-confidential and available to the public pursuant to the Texas Public Information Act or any other applicable law. I will accept documents/information with certain information redacted on this basis and consider my request completely fulfilled. I understand that if I am not satisfied with the information provided under this basis, that I can make a new request at any time which includes the redacted information and the City will seek an opinion of the Texas Attorney General regarding whether the redacted information sought in the new request can be excluded from public disclosure as explained in Option B.

OPTION B - Initial: _____, *I do not agree to limit the scope of my request.* I want all available documents regardless of whether the City considers the information to be confidential or subject to being excluded. I understand that the City has the duty to seek an opinion from the Texas Attorney General's Office, Open Records Division which will consist of the following:

- 1) A written request for an opinion from the Texas Attorney General by the City within ten (10) business days (excluding weekends & holidays recognized by the City) from the date that the City receives my initial request;
- 2) A written brief sent to the Attorney General's Office within fifteen (15) days from the date that the City received my initial request;
- 3) I might receive a request for clarification of my request if it is vague and ambiguous which will toll (postpone) the deadline for the City's request for an opinion from the Texas Attorney General's Office;
- 4) A waiting period of up to forty-five (45) business days for the Attorney General's Office to render an opinion from the date they receive the written brief. I understand that until a ruling is rendered by the Texas Attorney General's Office regarding my request the City cannot fully respond to my request. I understand that the Texas Attorney General may rule that the information can or cannot be released and I understand that the City may disagree with the opinion provided by the Texas Attorney General's Office. In such cases, the City may seek a decision from a Coryell County District Court or higher court, before records are released.

I understand that documents/information held by a Court, whether a Justice Court, City Court, or District Court are Judicial Records and are not subject to disclosure pursuant to the Texas Public Information Act. Any request for records made for judicial records will be handled pursuant to the Judicial Records Act and will not be considered a request pursuant to the Texas Public Information Act.

Description of Information Requested: _____

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Please see Fee Schedule for fees not listed

Cost per page standard size up to 8.5" x 14	\$.10 / page
Non standard sizes	\$.50 / page
CD and DVD	CD \$1.00 / DVD \$3.00
Personnel Cost for more than 50 pages	\$15.00 / hour
Overhead charge (20% of Personnel Charges)	
Postage	Actual cost
Other cost	Actual cost

1 TAC § 70.13

§ 70.13. Fee for Obtaining Copy of Body Worn Camera Recording

(a) This section provides the fee for obtaining a copy of body worn camera recording pursuant to §1701.661 of the Government Code.

(1) Section 1701.661 of the Government Code is the sole authority under which a copy of a body worn camera recording may be obtained from a law enforcement agency under the Public Information Act, Chapter 552 of the Government Code, and no fee for obtaining a copy of a body worn camera recording from a law enforcement agency may be charged unless authorized by this section.

(2) This section does not apply to a request, or portions of a request, seeking to obtain information other than a copy of a body worn camera recording. Portions of a request seeking information other than a copy of a body worn camera recording are subject to the charges listed in §70.3 of this chapter.

(b) The charge for obtaining a copy of a body worn camera recording shall be:

(1) \$10.00 per recording responsive to the request for information; and

(2) \$1.00 per full minute of body worn camera video or audio footage responsive to the request for information, if identical information has not already been obtained by a member of the public in response to a request for information.

(c) A law enforcement agency may provide a copy without charge, or at a reduced charge, if the agency determines waiver or reduction of the charge is in the public interest.

(d) If the requestor is not permitted to obtain a copy of a requested body worn camera recording under §1701.661 of the Government Code or an exception in the Public Information Act, Chapter 552 of the Government Code, the law enforcement agency may not charge the requestor under this section.

Requestor's Signature: _____ Date: _____

Written request attached: yes no