



BANDERA ECONOMIC DEVELOPMENT CORPORATION

Public Records Request

All public records are available for inspection or duplication at City Hall located at 511 Main Street, Bandera, Texas, during normal business hours of 8:00 am to 5:00 pm Monday through Friday excluding holidays. The Bandera Economic Development Corporation (EDC) will respond to all requests by the tenth (10th) working day of this request, pursuant to The Public Information Act, Texas Government Code, Chapter 552.

The Bandera EDC is happy to reproduce the public records, however, the number of copies you are requesting, and the time involved to copy the request will regulate the cost as follows:

- 10 cents per page (or any portion thereof) to cover the cost of materials (each side printed is considered a page)
- 50 cents for each oversized page (or any portion thereof) to cover the cost of materials (each side printed is considered a page)
- An additional \$10 per hour, if more than 50 pages to cover the cost of labor

Please make your request in writing:

Name: _____

Address: _____

Phone number: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Disposition of Request for Public Records

Date received: ___/___/_____ Method of receipt: _____ Routed to: _____

Date of final action on this request: ___/___/_____ (mm/dd/yyyy)

Action taken: _____

(Attach a copy of any invoices or itemized bills associated with this receipt)

Return to the Bandera EDC no later than: _____