

Application for Public Information

City of Grey Forest
18502 Scenic Loop Road
Grey Forest, Texas 78023
210-695-3261 • citysecretary@greyforest-tx.gov



Name of Requestor: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone/Fax Number: _____ Email: _____

Description of Public Information Requested (Please provide as much detail as possible.)

You may inspect the requested information within ten (10) business days of the information being made available to you or receive copies at .10 cents per page. Any copy requests of 51 pages or more that require gathering and/or compiling will be charged depending upon materials, labor, overhead, postage, etc. at the rate of \$15.00 per hour for the time required to fulfill the request. If copy charges exceed \$40.00, we will provide you with an Itemized Estimate of Charges. In some instances, we may require a deposit for payment of anticipated copy costs. Active records must exist. No compiling or creation will be made.

I wish to inspect: _____ I wish copies to be made: _____ Other (Email/USB): _____

Signature of Requester

Date

PLEASE ALLOW TEN (10) BUSINESS DAYS TO PROCESS UNLESS OTHERWISE NOTIFIED

FOR OFFICE USE ONLY

Estimate of cost if request results in copy charges in excess of \$40 _____ Log # _____

Amount of deposit for copies, if applicable: _____ Date Recv'd _____

Number of pages: _____ Copy cost per page: _____

Total cost, including applicable labor charges: _____ Paid _____

Reviewed by:

City Secretary

Requestor received request

Date