

**TEXAS PUBLIC INFORMATION ACT REQUEST PROCEDURES
FOR THE TAYLOR ECONOMIC DEVELOPMENT CORPORATION**

Requests for public information (formally known as Open Records Requests) are handled in accordance with the Texas Public Information Act, Texas Government Code §552.01 (et seq).

All requests for public information should be submitted to Taylor Economic Development Corporation (TEDC), Attention: President's Office. This procedure allows the TEDC to accurately document the date each request is received and respond to the requestor promptly. If the request cannot be produced within ten (10) business days, the TEDC will notify the requestor of the reasonable date and time of when the information is expected to be available.

Procedures for making a request: The request must ask for records or information already in existence. The Act does not require the TEDC to craft new information, to do legal research, or to answer questions. Requests should be submitted utilizing the request form as shown on page 3.

Charges to the requestor: A person can ask to view the information, receive copies of the information, or both. The TEDC will assess copying and/or compiling fees based on the fee schedule set out by the state. A price list is shown below and is also available in the TEDC's office. If charges should occur, the TEDC will send an itemized estimate and ask for a response in writing and/or payment within ten (10) business days, verifying that the requestor accepts, modifies, or denies the cost being charged. Subsequent to your response, if it appears the actual cost will be more than 20% above the estimate previously given, we will again notify you by providing a revised written estimate. Again, if you do not respond within 10 days, your request will be considered withdrawn.

If actual charges exceed \$40.00, you will not have to pay more than the estimate contained in the last revised written estimate that you accepted. If only the initial written estimate was provided and accepted, your cost will not exceed 20% of the initial estimate. If itemized charges exceed \$40.00 and we did not provide you with a written estimate of charges, your bill will not exceed \$40.00.

We normally will provide the requested documents prior to payment and invoice you for the charges. If the estimated cost exceed \$100 and we have provided you with the written estimate described above, we may require that you provide a deposit in that amount prior to fulfilling your request. If you have an unpaid invoice from a previous request, you will be required to pay for the present request in full prior to delivery. In addition, if previous unpaid invoices exceed \$100, we will require a deposit equal to the previous unpaid invoices before we prepare a response to the present request.

Open Records Price List

Charges Per Request: 50 pages or less - 10¢ per page
More than 50 pages - 10¢ per page plus \$18.00 per hour for personnel necessary to complete the documents.

Additional Charges: Actual cost of postage or delivery requested.

Responsibility of the requestor: Any person who requests public information has the responsibility to:

Submit the request to TEDC by:

Mail – TEDC’s President’s office, P. O. Box 975, Taylor, TX 76574

Fax – 512/352-3252, Attention: President’s Office

Email – mark.thomas@tayloredc.org

In person – TEDC, President’s Office, 700 North Main, Taylor, TX 76574

Include enough description and detail of the information being requested so that the TEDC can accurately identify and locate the information.

Cooperate with the TEDC’s reasonable requests to clarify the type, or amount, of information that is requested.

The TEDC shall promptly release requested information that is not confidential by law. Documents considered public information shall be made available for review and/or copying. For any items that the TEDC wishes to withhold, the TEDC will ask for a ruling from the Office of the Texas Attorney General. The requestor will be sent a copy of that communication. If the request cannot be produced within ten (10) business days, the TEDC will notify the requestor of the reasonable data and time of when the information is expected to be available. All questions concerning Public Information Requests should be directed to the Taylor Economic Development Corporation, 512/352- 4321.

TAYLOR ECONOMIC DEVELOPMENT CORPORATION
PUBLIC INFORMATION REQUEST

DATE OF REQUEST _____ TIME _____

NAME OF PERSON SUBMITTING REQUEST _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

INFORMATION BEING REQUESTED _____

(TDEC USE ONLY)

DATE REQUEST COMPLETED _____

MATERIALS PROVIDED _____

HOW DELIVERED _____

PERSON RECEIVING INFORMATION:

_____ DATE RECD/DELIVERED _____