

## *Ways to send requests for public information:*

<p><b>1.</b> <b>Mail Request to:</b></p> <p>Village of Vinton 436 E. Vinton Rd. Vinton, Texas 79821</p>	<p><b>2.</b> <b>Fax Request To:</b></p> <p>(915) 886-4120</p>
<p><b>3.</b> <b>Email Request To:</b></p> <p>vintonclerk@vintontx.us</p>	<p><b>4.</b> <b>Bring Request "In Person" To:</b></p> <p>Village of Vinton 436 E. Vinton Rd. Vinton, Texas 79821</p>

### *Information to be included in your request:*

- *Request should be addressed to the "Mayor", "Public Information Officer" or "Village Administrator"*
- *Requester's Name, Requester's Address, Requester's Telephone Number, Date of Request, Date of the incident or document in question for which you seek information. The specific title of the document you are requesting. If you do not have specific information, then explain the facts surrounding your request that will help us to narrow the scope of the search.*
- *Where you would like your response sent.*

***We have ten (10) business days in which to respond to your request, pursuant to the Public Information Act, Tex. Gov't Code Chapter 522.***

### ***Required Itemized Estimate of Charges:***

*Pursuant to the Public Information Act, Tex. Gov't Code Chapter 522.2615, if a request for a copy of public information will result in the imposition of a charge that exceeds \$40.00, or a request to inspect a paper record will result in the imposition of a charge under 522.271 that exceeds \$40.00 the governmental body shall provide the requestor with a written itemized statement that details all estimated charges that will be imposed, including any allowable charges for labor or personal costs. If an alternative less costly method of viewing the records is available, the statement must include a notice that the requestor may contact the governmental body regarding the alternative method.*

*The basic charge for copies of public information is currently \$0.10 cents per page per page, which is the most common format of requested information. Voluminous requests may also result in personal costs, currently a flat rate of \$15.00 per hour, and overhead, charged at 20% of the total personnel costs for the request. The Office of the Attorney General has published a handbook interpreting the Texas Public Information Act. This handbook may be accessed on-line at:*

[https://www.texasattorneygeneral.gov/files/og/publicinfo\\_hb.pdf](https://www.texasattorneygeneral.gov/files/og/publicinfo_hb.pdf)