

City of Galena Public Information Policies and Regulations

The City of Galena Park has Adopted the Provisions of the Texas Public Information Act as the Official Policy and Regulations of Galena Park Related to the Records, Acts and Public Information of the City

Costs to be charged any requestorⁱ

- \$.10 - per page or partial page of standard 8.5 x 11 pages
- \$.50 - per page or partial page of oversized pages
- \$Actual Cost – per Blueprints, maps, and other items on specialty pages
- \$1 – per compact disc used
- \$3 – Per Digital Video Disc used
- \$15. - per hour for labor charges when applicable.
- \$28.50 – per hour for use of a programmer when necessary.
- 20% - Overhead when labor charges are applied

Timing, Notice, and Other Policies Related to Requests for Records and Responses:

- **Typical Requests:**
 - o Galena Park will respond in **10 days** from the time the City Secretary's Office receives a request for document(s). Galena Park will provide either:
 - a request for clarification of the request for document(s),
 - the document(s) requested,
 - a response that the document(s) requested do not exist,
 - notification that the documents may not be legally produced and the rights of the requester, or
 - notice that the same documents have been requested by the same requestor in the past and reference the previous request.ⁱⁱ
 - o See below for requests requiring a programmer
- **Requests Requiring a Programmer:**ⁱⁱⁱ
 - o Galena Park will respond within **20 days** of receiving the request, Galena Park will provide notice that the information is not available in the requested form, but can be made available in a different form with the use of a programmer. Galena Park will also provide an estimate of the cost and time needed to complete the request and will provide that to the requestor for pre-payment. The requester must confirm in writing that they agree to the terms and they must make pre-payment before the work will be done.
- **Labor Charges:**^{iv}
 - o If labor charges are applied to responding to a request, a written statement of the time required to complete the request with the Public

Information Officer's printed name and signature will also be provided to the Requestor.^v

- Labor charges are only applied if the documents are stored in two or more facilities, in a remote facility, or if the request involves more than 50 pages. In those cases labor charges will be applied and payment required before the work is done.

- **Charges for Requests:**^{vi}

- If the cost of a request will exceed \$40, Galena Park will provide an itemized estimate of the costs along with a notice of the requestor's responsibilities and any less expensive options. If Galena Park realizes the estimate is inaccurate and the cost will be 20% or more higher than the estimate, Galena Park will provide a corrected itemized estimate. The requestor must provide either a physical address, fax number, or electronic address and must respond to the estimate within 10 days.
- The final bill of costs that a requestor will be required to pay can be up to 20% higher than the estimate without any corrected estimate or notice being provided.
- If the cost of a request will exceed \$100, Galena Park may require prepayment of a deposit or bond before responding further to the request.^{vii}
- The costs listed in the above *Costs* section, are for the most common and typical requests. Other types of fees and exceptions may apply to certain requests, to be determined by the City Secretary.

- **Form of Produced Documents:**

- Galena Park, in its sole discretion, may provide requestors with documents for inspection which shall be supervised and only done at City Hall, with copies to be picked up in person at the City Hall offices, by printed copy sent to the requestor via US mail, by electronic mail or email attachment or by reference to a website containing the documents. If the requestor prefers that documents and responses are provided by electronic mail, the requestor must state that as part of the request.

- **Galena Park follows the requirements and reserves all rights, exemptions, privileges and exceptions of the Texas Public Information Act.**

ⁱ Tex. Admin. Code Ann. §§ 70.3(b)(1)&(2)

ⁱⁱ Tex. Local Gov't Code Ann. §552.232

ⁱⁱⁱ Tex. Local Gov't Code Ann. § 552.231

^{iv} Tex. Admin. Code Ann. §§ 70.3(b)(1)&(2)

^v Tex. Admin. Code Ann. §§ 70.3(c)

^{vi} Tex. Local Gov't Code Ann. §552.2615

^{vii} Tex. Local Gov't Code Ann. § 552.263