



ENVIRONMENTAL HEALTH

GUADALUPE COUNTY

310 IH 10 W
Seguin, Texas 78155
Office: (830) 303-8858
MON-FRI 7:30AM – 4:00PM
permits@guadalupetx.gov

OPEN RECORDS REQUEST

Please fill out this form to make an open records request. The majority of records in this office are public information. If there is any concern about whether a document is public information, it will be referred to the proper legal authority to make that determination and all applicable laws and timetables will be adhered to.

After receiving the open records request, Guadalupe County Environmental Health Department will respond as soon as practicable but generally with 10 working days. A list of public information charges are printed on the back of this form.

Requestor: Name: _____

Address: _____

City, St, Zip: _____

Phone #: (_____) _____

Email Address: _____

Documentation:

Description of Records: _____

This request is subject to the disclosure of the Public Information Act

Signature of Requestor

Date

OPEN RECORDS FEES

<u>TYPE OF REPRODUCTION</u>	<u>NUMBER</u>	<u>COST</u>	<u>TOTAL</u>
Paper Copies	_____	@ \$0.10 per page	\$_____
Oversized Paper Copy (11"x17")	_____	@ \$0.50 per page	\$_____
Labor/Overhead Charges	_____	@\$15.00 per hour	\$_____

Labor/Overhead charges are only applicable if the request involves more than 50 pages

Postage/Shipping Charges (actual cost) \$_____

Other Charges

Non-Rewritable CD (CD-R) _____ \$1.00 per CD \$_____

Email (paper copy charges still apply) \$_____

Payment must be received before a record or service can be provided
Credit Card/Check/Money Order **Total Charges: \$_____**

OFFICE USE

Date Received _____ By _____

Credit Card/Check _____ Receipt Number _____

Delivered to Requestor Mailed Emailed Office Pick-up from _____