

## **PUBLIC INFORMATION**

### **RULES OF PROCEDURE**

Public Information Act of 1997, Sect. 552.230.

The City of Boerne hereby adopts the following Rules for Procedures for Public Information. These rules are applicable for the public inspection of available public records and copies, if requested.

#### Requests for Public Information

Requests for public information will be in written form. A short application to request information is available to assist the public in the request. The request will be submitted to the Public Information Officer. The Public Information Officer has ten (10) business days to respond to the request. It is the City of Boerne's intent to promptly respond to any request for information. [Click here](#) to submit a request.

#### Viewing of Records

Records are available for viewing during normal business hours, Monday - Friday 8:00 AM - 5:00 PM. Requests for viewing of records in excess of 50 pages will be handled Monday - Thursday 8:00 AM - 5:00 PM only, due to the substantial interference with government operations. Once the records are available for inspection, the examination of the records must be completed no later than the 10<sup>th</sup> day after the date of availability. All provisions of Chapter 552.271 will be followed for requests of information older than five (5) years or if the information requested completely fills or when assembled will completely fill six or more archival boxes; and the Public Information Officer estimates that more than five (5) hours will be required to make the information available for inspection.

#### Copies of Public Information

Copies of Public Information will be made available following the General Provisions of the Public Information Act. Chapter 552.

#### Cost of Access / Copies of Public Information

The City of Boerne is in compliance with the Public Information Act, and adopts the established charges as provided by the General Services Commission, effective 12/3/97.

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