City of San Marcos
City Clerk Department

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www.san-marcos.net

REQUEST FOR PUBLIC RECORDS

Every person has the right to inspect and obtain a copy of identifiable public records not exempt from disclosure. The City will make every attempt to provide the record at the time of request. However, compilation or retrieval of documents not immediately accessible by staff will require a written request be submitted to the City Clerk Department for processing. The City may take up to ten (10) days to respond. The cost for copies are:

- **$.25/pg – 8 ½ x 11 (B/W)**
- **$.30/pg - 8 ½ X11 (Color)**
- **$.35/pg - 11 x 17**
- **$.25/pg - Document Imaging/Scanning**

$ 0.50/pg – Microfilm 8 ½ x 11 (B/W)
$ 8.00/sheet – Oversized drawings 18 x 24
$11.00/sheet – Oversized drawings larger than 18 x 24

Copy requests exceeding a cost of <u>$50.00</u> will require a 50% deposit prior to production of copies. Payment in full is required prior to release of copies.

Date Received by Clerk's Dept:	**Date Required:**	**Name:**
Preferred method for receipt of documents: **In Person** _____ **By U.S. Mail** _____ **(Actual Postage Costs will Apply)** **Via Email:** _____		**Mailing Address:** **Telephone:** **Email:**

<u>Description of public record: (List each document, file or record separately)</u>

Total # of pages: 8 1/2x11 (B/W) _____ (Color) _____ 1 1x17 _____ Microfilm _____ Drawings:-18x24 _____ Larger _____

Copying Costs: _____ Date Mailed/Delivered/Picked-up: _____

Processed By: _____ Date Completed: _____

(Office Use Only)