**PUBLIC INFORMATION REQUEST POLICY**

**The Texas Public information Act does not require a governmental body to create new information, to do legal research, or to answer questions. Please direct any questions that you may have to the Executive Director.**

If you would like to view or obtain copies of our records, please send a written request by mail, fax, or email, to:

**Wes Bell, Executive Director**

**414 S. Vallie Ave.**

**Kirbyville, TX 75956**

**Fax: 409-423-3396**

**Email:** **kbvha414@gmail.com**

You may also submit a request in person at the main office address listed above. Your request should reasonably identify the records you are requesting. In your request, please include a name, mailing address, phone number, or other means by which to contact you regarding your request. There is no specific form required for submitting a request. The below printable form is provided for your convenience (next page).

**PUBLIC INFORMATION REQUEST FORM**

To request records or documents from the Kirbyville Housing Authority (KHA) under the Public Information Act, please complete this form. Include at least one method by which KHA may respond to your request.

**Name:**

**Street Address:**

**City: State: Zip code:**

**Phone Number: Fax Number:**

**E-mail:**

**Please describe your request below. Your request should reasonably identify the information you are requesting:**

**Reason for request:**

**There may be a charge for the information you request. All charges are calculated in accordance with rules promulgated by the Office of the Attorney General under Texas Government Code §552.262. These rules are codified in 1 Texas Administrative Code §§ 70.1-70.12. The standard paper copy charge is currently ten (10) cents per page/side. Where applicable, current charges for locating, compiling, formatting and reproducing data are $18.00 per hour (includes allowable 20% overhead cost). A deposit equal to 80% of KHA’s total anticipated labor cost is required prior to commencement of gathering/preparing data. Once data has been prepared for review, copy charges, postage (if applicable) and/or remaining labor costs (if any) must be received prior to shipment or electronic data transfer.**

**KHA is a Fair Housing and Equal Opportunity Agency**

9/30/15