



**REQUEST FOR PUBLIC RECORDS  
UNDER THE TEXAS PUBLIC INFORMATION ACT**

For Office Use: PIR # _____  Date: _____
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**Please Print or Type Legibly:**

Name of Requestor:	
Name of Business:	
Address:	
City/State/Zip Code:	
Phone Number:	
Email Address:	

**Detailed Description of Information Sought (please be as specific as possible):**


**Requested by:**

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**Please note: A cost estimate will be provided if responsive materials exceed 50 pages or \$40.00.**

Format	# copies	Unit Price
Copies/Printout		\$ 0.10 per page
Oversized Paper Copies		\$ 0.50 per page
Compact Disc		\$1.00 each
Digital Video Disc (DVD)		\$3.00 each
Mailing Fee		U.S. Postal Rate

Personnel Charges	
Programming Personnel	\$28.50 per hour
Other Personnel (charge applies for requests of 50 pages or more) ex. locating, compiling, reproducing, redacting)	\$15.00 per hour
Computer Time	\$1.50 per minute
Overhead Charge (charge applies for requests of 50 pages or more)	20% of Personnel Charges

Cash or check made payable to Magnolia ISD will be accepted as payments. No credit or debit cards.

**Preferred method of delivery:**

- Pick up from ESC
- Please mail information to: \_\_\_\_\_
- Please email information to: \_\_\_\_\_
- Fax information to: \_\_\_\_\_

All request must be in writing and directed to the Director of Communication, Magnolia ISD, P.O. Box 88, Magnolia, TX 77353, Fax (281.356.3571), Email [dmeyers@magnoliaisd.org](mailto:dmeyers@magnoliaisd.org)