

**RESOLUTION NO. 2025-R-15**

**A Resolution of the City Council of Glen Rose, Texas, Adopting an Official Public Information Request Fee Policy**

**WHEREAS**, the Texas Public Information Act (Texas Government Code, Chapter 552) grants the public the right to access government records and outlines procedures for responding to such requests;

**WHEREAS**, the City of Glen Rose recognizes the importance of transparency and accountability in government operations;

**WHEREAS**, the City seeks to establish a clear and consistent fee structure for processing public information requests, in accordance with guidelines set forth by the Office of the Attorney General of Texas;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GLEN ROSE, TEXAS:**

1. **Adoption of Fee Policy** The City of Glen Rose hereby adopts the Public Information Request Fee Policy as attached in Exhibit A, which outlines allowable charges for labor, materials, and overhead associated with fulfilling public information requests.
2. **Compliance with State Law** The fee policy shall comply with all provisions of the Texas Public Information Act and the administrative rules promulgated by the Office of the Attorney General, including but not limited to Title 1, Texas Administrative Code, Chapter 70.
3. **Notice to Requestors** The City shall provide written estimates to requestors when charges are expected to exceed \$40. It shall allow requestors the opportunity to modify their requests in response to such estimates.
4. **Waivers and Reductions** The City may waive or reduce fees if it determines that the release of information primarily benefits the general public.
5. **Effective Date** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** this 23<sup>rd</sup> day of September, 2025.

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Joe Boles, Mayor

**ATTEST:**

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Veronica Welch, City Secretary