



CITY OF DICKINSON
Public Information/Records Request Form

Name: _____

Telephone No.: _____

Address: _____

Alternate No.: _____

City: _____

State: _____ ZIP: _____

Specific Record(s) Requested:

(Please be as specific as possible so your request may be handled as quickly as possible)

Please specify how you would prefer to receive the records:

(Check one box)

- PICKED UP** by me or my representative when you advise the information is ready
- EMAILED** to me at:
- MAILED** to me at the address indicated above.
- FAXED** to me at:
- MADE AVAILABLE TO ME FOR EXAMINATION ONLY.** The Records Manager may schedule an appointment within a reasonable time for my examination of the information. I understand that I must complete my examination within (10) days after the date the records are made available to me.

I understand that every effort is made to expedite requests, but there may be occasions when records may not be immediately available. I agree to pay the costs of photocopying, duplication, the labor costs involved in retrieving information that is not readily available or is in need of redacting, and the cost of mailing or faxing pursuant to Texas Government Code Chapter 552.

Signature of Requestor

Date of Request

PUBLIC RECORDS CHARGES

Standard-Size Copy (up to and including 8.5 inches x 14 inches) reproduced by copier or computer printer

- | | | |
|---|---------------------------------|-------|
| a) 50 pages or less of readily available information | _____ \$.10 per page (+10 pgs) | _____ |
| b) in excess of 50 pages of readily available information | _____ \$.85 first page | _____ |
| | _____ \$ +.15 ea. Adtnl | _____ |
| c) non-readily available information | _____ \$ + personnel costs | _____ |

Nonstandard-Size Copy _____ \$ Actual cost _____

CD _____ \$ 1.00 ea. _____

DVD _____ \$ 2.50 ea. _____

Paper copy _____ \$.50 ea. _____

Personnel Charge – Prorated _____ \$ 15.00/ hr _____

(Not charged for 50 or fewer readily available
standard size form, or time of an attorney,
legal assistant, or reviewer)

Overhead Charge _____ \$ 20% of total Personnel Charges _____

For non-readily available or in excess of 50 pages

Computer Resource Charge

Mainframe _____ \$ 17.50/ minute _____

Midrange _____ \$ 3.00/ minute _____

Client/ Server _____ \$ 1.00/ minute _____

PC or LAN _____ \$.50/ minute _____

Remote Document Retrieval Charge _____ \$ Actual Cost _____

Programming Charge _____ \$ 26.00/ hr _____

Miscellaneous Supplies Charge _____ \$ Actual Cost _____

(Label, boxes, and other producing supplies)

Postal and Shipping Charge _____ \$ Actual Cost _____

Fax Charge

Local _____ \$.10/ page _____

Long-distance – same area code _____ \$.50/ page _____

Long-distance – different area code _____ \$ 1.00/ page _____

Inspection of Records

Standard – size form 50 or less readily available _____ \$ No Charge _____

Standard – sized form in excess of 50 readily available _____ \$ Assessed _____

Total Charges: _____

Deposit (If estimated charges exceed \$100.00): ½ Charges: _____