CITY OF DICKINSON

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

PLEASE PRINT ALL INFORMATION

.....Every effort is made to expedite all requests for disclodure of public records, however, due to personnel demands and shedules there are incidents when the disclosure of records may take time. We will contact you immediately to notify you of any delay.

Name:_____ Phone:_____

Address:_____

_____

Type, Name, Description of Requested Record:

_____

_____

_____

_____ _____

Date of Request **Signature of Applicant**

NECESSARY FOR REVIEW BY CITY ATTORNEY: _____ YES _____ NO

COMMENTS AND RULING BY CITY ATTORNEY: _____

_____

_____

REQUIRES RULING FROM ATTORNEY GENERAL: _____ YES _____ NO

DATE SUBMITTED TO ATTORNEY GENERAL: _____

DATE RETURNED FROM ATTORNEY GENERAL: _____

APPROVED FOR DISCLOSER BY ATTORNEY GENERAL:

_____ YES _____ NO

DATE APPROVED: _____ DATE DISCLOSED:_____

FEES: $ _____ GR# _____ RELEASED BY: _____

_____

Signature Approving Authority

REQUESTORS NAME: _____

DATE: _____

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

Diskettes	_____	$ 1.00 ea.	_____
Computer magnetic tape	_____	$	_____
VHS video cassette	_____	$ 2.50 ea.	_____
Audio cassette	_____	$ 1.00 ea.	_____
Paper copy	_____	$ .50 ea.	_____
Microfiche or microfilm			
1) Paper	_____	$ .10 pg.	_____
2) Fiche of film	_____	$ Actual cost	_____

Personnel Charge – Prorated Not charged for 50 or fewer readily available Standard size form, or time of an attorney, Legal assistant, or reviewer	_____	$ 15.00/ hr	_____
Overhead Charge For non readily available or in excess of 50 pages	_____	$ 20% of total Personel Costs	_____
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 (label, boxes, and other producing supplies)	_____	$ Actual Cost	_____
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	_____

DEPOSIT

IF ESTIMATED CHARGES EXCEED $ 100.00	_____	½ CHARGES	_____
		TOTAL CHARGES	_____

METHOD OF PAYMENT:

CASH_____ CHECK_____ OTHER_____