

**CITY OF DEER PARK
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS
PLEASE PRINT ALL INFORMATION**

Every effort is made to expedite all requests for disclosure of public records, however, due to personnel demands, schedules, and the type of information requested, the disclosure of records may take the time allowed by law which is ten (10) working days.

NAME: _____

PHONE: (____) _____
(Where you can be reached M-F, 8-5)

E-MAIL: _____

ADDRESS:

_____ CITY _____ STATE _____ ZIP _____

DESCRIPTION OF REQUESTED RECORD (be as specific as possible with type, dates, etc.)

Date of Request

Signature of Applicant

Under the Public Information Act, some categories of information do not have to be released. Exceptions to disclosure fall into two general categories: 1) mandatory exceptions that make information confidential and require a governmental body to withhold information, and 2) discretionary exceptions that allow but do not require a governmental body to withhold information. You may find information about mandatory and discretionary exceptions at: <https://www.texasattorneygeneral.gov/open-government/members-public/confidential-information-under-public-information-act>. In most instances, a governmental body is required to request a decision from the Attorney General in order to withhold information from a requestor. However, a requestor may permit a governmental body to redact information without requesting an Attorney General decision. You are not required to agree to the redaction of any information responsive to your request, but doing so may streamline the handling of your request. If you agree to redactions in this request, then you may request the redacted information in a future information request.

- Do you agree to the redaction of information that is subject to mandatory exceptions, provided such redactions are clearly labeled on the information you received? Circle one: YES OR NO
- Do you agree to the redaction of information that is subject to discretionary exceptions, provided such redactions are clearly labeled on the information you receive? Circle one: YES OR NO

INFORMATION PREFERENCES:

- How would you like to have the information provided? Circle one: INSPECTION OR COPIES
- If available, do you wish to receive an electronic copy of the information? Circle one: YES OR NO

Please Note: If the information requested is unclear or if a large amount of information is requested you may be contacted to discuss clarifying or narrowing your request. There may be charges associated with production of the requested information. You may find more information regarding the charges under the Public Information Act - <https://www.texasattorneygeneral.gov/open-government/governmental-bodies/charges-public-information>.

Date Received by: _____	Time Received by: _____	Employee Initials: _____
Date entered into Just Foia: _____	CS # Assigned: _____	

PUBLIC INFORMATION 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 _____

Nonstandard-Size Copy

b. Diskettes _____ \$ 1.00 _____

c. DVD _____ \$ 3.00 _____

d. Rewritable/Non-writable CD _____ \$ 1.00 _____

e. Tape Cartridge _____ \$38.00 (250mb) _____

_____ \$45.00 (525mb) _____

f. Data Cartridge _____ \$17.50 (2000 series) _____

_____ \$20.00 (3000 series) _____

_____ \$25.00 (6000 series) _____

_____ \$35.00 (9000 series) _____

_____ \$20.00 (600A series) _____

g. Computer magnetic tape _____ \$13.50 (4mm) _____

_____ \$12.00 (8mm) _____

_____ \$11.00 (9track) _____

h. VHS video cassette _____ \$ 2.50 _____

i. Audio cassette _____ \$ 1.00 _____

j. Paper copy (oversized) no greater than 11 x 17 _____ \$.50 _____

k. Building Plans _____ \$.50 per square foot _____
or \$3.00 per page _____

l. Microfiche or microfilm

1. Paper _____ \$.10/page plus additional personnel and
overhead charge for more than 50 pages

2. Fiche or film _____ Actual cost _____

m. Mylar (36", 42", 48") _____ \$.85/linear foot (3mil) _____

_____ \$ 1.10/linear foot (4mil) _____

_____ \$ 1.35/linear foot (5mil) _____

n. Blueline/Print _____ \$.20/linear foot _____

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

Programming Charge _____ \$ 26.00/hour _____

Overhead Charge for non-readily available or in excess of 50 pages _____ 20% of total Personnel Costs _____

Computer Resource Charge _____

Mainframe _____ \$ 10.00/minute _____

Midrange _____ \$ 1.50/minute _____

Client/Server _____ \$ 2.20/hour _____

PC or LAN _____ \$ 1.00/hour _____

Remote Document Retrieval Charge _____ Actual cost _____

Miscellaneous Supplies Charge (labels, boxes, and other producing supplies) _____ Actual cost _____

Photographs _____ Actual cost _____

Outsourced/Contracted Services _____ Actual cost _____

Postal and Shipping Charge _____ Actual cost _____

Inspection of Records Standard-size form 50 or less readily available _____ No Charge _____

Standard-size form excess 50 readily available _____ Assessed _____

Deposit if estimated charges exceed \$100.00 _____ 2 charges (_____) _____

Total Charges _____

DATE DISCLOSED: _____

FEES: \$ _____ (Calculation on Reverse Side) GENERAL RECEIPT # _____

RELEASED BY: _____

Log Reference:

Page _____ of _____

Line Number _____