

Bandera Marshal's Office

OPEN RECORDS REQUEST FORM

FROM:

Name: (Last) _____ (First) _____ (MI) _____

Address: _____ (City) _____ (State) _____ (Zip Code) _____

Telephone No. (Home) _____ (Cell) _____ (FAX) _____

TO: CUSTODIAN OF RECORDS Bandera Marshal's Office

Pursuant to V.T.C.A., Government Code, Section 551.001 et seq., I am requesting certain public records, specifically:

_____ **MADE AVAILABLE TO ME FOR EXAMINATION ONLY.** I understand that if the documents are not readily available, the custodian may schedule a date and hour within a reasonable time for my examination of the documents. I understand that I must complete my examination within ten days of the date the records are made available to me.

_____ **PHOTOCOPIED** for my use where the information sought is in the form of paper (see reverse side for charges).

_____ **DUPLICATED** for my use where the information sought is in the form of audiotapes, videotapes, computer diskette(s), or other similar recording systems (see reverse for charges)

_____ **MAILED** to me at the address indicated below. (See reverse side for charges.)

_____ **FAXED** to me at the number indicated above. (See reverse side for charges.)

_____ **PICKED UP** by me or my representative at the Bandera Marshal's Office, 503 Main Street, Bandera, Texas 78003.

I agree to pay the costs of photocopying, duplication, the labor costs involved in retrieving information that is not readily available, and the cost of mailing or faxing. In the event the estimated labor costs exceed \$6.00, I agree to pay the estimated labor costs prior to retrieval of the information.

I understand that the Bandera Marshal's Office may withhold information that is not considered public information under the Texas Open Records Act, accompanying Attorney General opinions, and case law. I also understand that the Bandera Police Department is required to release only those documents that exist, in their current state, and that the Bandera Marshal's Office is not required to compile or create specific information or formats for my use.

Signature (Required) _____ Date _____

To Be Completed by Bandera Marshal's Office Personnel Only: OPEN RECORDS REQUEST FORM

CHARGES PER ITEM	NUMBER	TOTAL
Standard Paper Copy	_____ @ \$.10/per page	\$ _____
CD-RW / CD-R	_____ @ \$25.00/each	\$ _____
Digital Video Disc (DVD)	_____ @ \$25.00 each	\$ _____
Body Cam Recording	\$10.00 each + \$1.00 per minute	\$ _____
Offense/Accident Report	_____ @ \$6.00/each	\$ _____
Color Photo	_____ @ \$.50/each	\$ _____
Labor (Compiling, redacting)	_____ @ \$ 15.00 /per hour	\$ _____

Computer Resource Charge:

PC or LAN	_____ @ \$15.00/per hour	\$ _____
Miscellaneous Supplies	\$ _____	\$ _____
Postage/Shipping Charges	\$ _____	\$ _____

Fax Charges:

Local	_____ @ \$.10/per page	\$ _____
Long Distance – same area code	_____ @ \$.50/per page	\$ _____
Long Distance – different area code	_____ @ \$1.00/per page	\$ _____

No Sales Tax shall be applied to copies of public information.

TOTAL CHARGES \$ _____

To Be Completed by Bandera Marshal's Office Personnel Only:

Date Request Received by Bandera Marshal's Office: _____ / _____ / _____

Approved By: W. Dietrich _____ Completed By: W. Dietrich _____

Date of City Response: _____ / _____ / _____

Date Picked Up: _____ / _____ / _____

Method of Payment: Cash: \$ _____ Check: # _____

Additional Information: