



## OPEN RECORDS ACT – PROCEDURES

Requestor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### NOTICE TO REQUESTOR

Email: \_\_\_\_\_

Some information you are requesting may be considered confidential or otherwise exempt from the public disclosure requirements of the Texas Public Information Act. We may be able to provide you with a redacted copy of the requested document/report, and, if so, we will do so within ten (10) working days from the date of request. If you wish to have a report with no redactions, we will have to send your request to the Texas Attorney General's Office for evaluation and decision as to what portions of the document/report must be released or withheld. Reports submitted to the Texas Attorney General's Office can take from forty-five (45) days to fifty-five (55) days from the date of request for a decision. Information concerning the reasons for redacted information can be found in Section 552.130 (Motor Vehicles), Section 552.024 (Home address, other info of a Public Official), Section 552.1175 (Personal information of City Personnel), Section 552.136 (Access device numbers), 552.138 (Confidential Information of certain persons) of the Texas Government Code.

---

### CRASH REPORT REQUEST

Report #, If Known: \_\_\_\_\_

<input type="checkbox"/> Driver	<input type="checkbox"/> Pedestrian	<input type="checkbox"/> Pedalcyclist
<input type="checkbox"/> Passenger	<input type="checkbox"/> Employer of driver	<input type="checkbox"/> Parent/legal guardian of driver
<input type="checkbox"/> Owner of vehicle or property damaged	<input type="checkbox"/> Policyholder /person with financial responsibility for vehicle	<input type="checkbox"/> Insurance company for vehicle or person involved
<input type="checkbox"/> Contracted claims underwriter for insurer/financial responsibility holder	<input type="checkbox"/> Radio/television station that holds FCC license	<input type="checkbox"/> Newspaper (qualified under Section 2051.044, Government Code)
<input type="checkbox"/> Legal Representative of:	<input type="checkbox"/> Other person concerned or having proper interest in accident	<input type="checkbox"/> None of the above (will receive redacted report only)

**CRASH REPORT : \$6.00** (Section 550.065(d), Texas Transportation Code)

---

### ALL OTHER REQUESTS

Report #, If Known: \_\_\_\_\_

Detailed Information: \_\_\_\_\_

---

---

---

---

### — CHOOSE ONLY ONE —

\_\_\_\_ I want redacted copies of the documents/reports that I have requested.

**Copies \$0.10 per page**

\_\_\_\_ I want all of the documents that I have requested and I understand that a decision of the Texas Attorney General will be requested.

***I understand that this is an Official Government Document and subject to any criminal or civil penalties for providing false information or documentation to obtain the requested item(s).***

Requestor's Signature: \_\_\_\_\_

---

### For Administrative Purposes Only

**Applicable Fees:** Certified Document: \$\_\_\_\_\_ Labor Fee: \$\_\_\_\_\_ CD Disk: \$\_\_\_\_\_ Reproduction Fee: \$\_\_\_\_\_

Date Record Completed: \_\_\_\_\_

Notes

Record(s) Released to: \_\_\_\_\_

Record(s) Released by: \_\_\_\_\_

## OPEN RECORDS COSTS OF REPRODUCTION

### SERVICE RENDERED / CHARGES

1. Standard size paper copy: 10¢ per page
2. Nonstandard size copy
  - a. Diskette: \$1.00
  - b. Magnetic Tape: \$12.50
  - c. VHS Video Cassette: \$2.50
  - d. Audio Cassette: \$1.00
  - e. Paper Copy: 50¢
  - f. Other: Actual Cost
3. Personnel charge
  - a. Programmer: \$35.00 per hour
  - b. Other Personnel: \$18.00 per hour
4. Overhead charge (for 50 or more pages): 20% of Personnel Charge
5. Remote document retrieval charge: Actual Cost
6. PC Resource charge: \$1.00 a minute
7. Miscellaneous supplies: Actual Cost
8. Postage and shipping: Actual Cost
9. Other: Actual Cost
10. Comprehensive Plan Book
  - a. Hardcopy: \$50.00
  - b. CD: \$5.00
11. Zoning Ordinance: \$25.00
12. Police Department Accident Report: \$6.00 (Section 550.065(d), Texas Transportation Code.)
13. For items not covered above, the State of Texas Attorney General's Pricing Structure will apply.