

OPEN RECORDS ACT – PROCEDURES

This form is to be given or mailed to each requestor of Open Records.

Please return this form to the **City Secretary**; (by mail) P.O. Box 1389, Brownwood, TX 76804 or (hand deliver) 501 Center Avenue. For e-mail options please call (325) 646-5775.

Requestor Name: _____ Date: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

Notice to Requestor:

The City of Brownwood will comply with all provisions of the Open Records Act. Pursuant to the Open Records Act, the City is authorized to charge a fee for the authorized reproduction of requested information. A fee schedule is printed on the back. Fees may be reduced by viewing the documents instead of requesting reproduction. All fees are due and payable prior to the release of information. The City will promptly, and usually not later than ten (10) working days after receipt of the Open Records Request, provide the requested information.

Records Requested – Please give a detailed description of records requested.

Requestor Signature: _____

Fees

Labor Fee _____
Reproduction Fee _____
Other _____

Total Fee \$ _____

Reviewed by City Attorney: _____
Initial _____ Date _____

Requestor notified: _____
Initial _____ Date _____

Requestor's Signature of Receipt: _____ **Date** _____

OPEN RECORDS COSTS OF REPRODUCTION

<u>SERVICE RENDERED</u>	<u>CHARGES</u>
1. Standard size paper copy	\$0.10
2. Non standard size copy	
A. Diskette	\$1.00
B. Rewritable CD (CD-RW)	\$1.00
C. Non-rewritable CD (CD-R)	\$1.00
D. Digital video disk (DVD)	\$3.00
E. Audio cassette	\$1.00
F. Oversize paper copy (11x17, greenbar, not including maps and photographs using special paper)	\$0.50
G. Specialty paper (Mylar, blueprint, maps, & photographs)	Actual cost
H. VHS Video Cassette	\$2.50
3. Personnel Charge	
A. Programmer	\$28.50 per hour
B. Other Personnel	\$15.00 per hour
4. Overhead Charge (for 50 or more pages)	20% of personnel charge
5. Remote document retrieval charge	Actual cost
6. Miscellaneous supplies	Actual cost
7. Postage and shipping charge	Actual cost
8. Other	Actual cost
9. Police Department Accident Report	\$6.00
10. For items not covered above, the State of Texas Attorney General's pricing structure will apply.	