

BROWNWOOD POLICE DEPT

Public Information Request

This form is to be given or mailed to each requestor of Public Information.

Please return this form to Brownwood Police Department Records Administrator; (by mail or hand delivery) 1050 W. Commerce, Brownwood, TX 76801, by fax (325) 646-4939

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

Notice to Requestor:

The City of Brownwood will comply with all provisions of the Public Information Act. Pursuant to the Public Information 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 receiving the Public Information 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 BWD PD: _____

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. Body Worn Camera Recording	\$10 per recording + \$1 per full minute, if first time released
4. Personnel Charge	
A. Programmer	\$28.50 per hour
B. Other Personnel	\$15.00 per hour
5. Overhead Charge (for 50 or more pages)	20% of personnel charge
6. Remote document retrieval charge	Actual cost
7. Miscellaneous supplies	Actual cost
8. Postage and shipping charge	Actual cost
9. Other	Actual cost
10. Police Department Accident Report	\$6.00
11. For items not covered above, the State of Texas Attorney General's pricing structure will apply.	