

**CITY OF CUERO
PUBLIC INFORMATION REQUEST**

DATE: _____

**** THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. SHOULD THIS OCCUR THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE.**

PERSON REQUESTING INFORMATION: _____

REPRESENTING FIRM OR COMPANY: _____

ADDRESS: _____

PHONE: _____

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED: _____

(Signature)

APPROVAL FOR RELEASE OF PUBLIC RECORD(S)

ROUTED TO: _____

DATE RECEIVED: _____

DEPARTMENT: _____

ACTION TAKEN: _____

APPROVAL MUST BE GIVEN BY THE DEPARTMENT HEAD AND/OR CITY ATTORNEY/CITY MANAGER.

DEPARTMENT HEAD:

CITY MANAGER:

CITY ATTORNEY:

<u>Service Rendered</u>	<u>Charge</u>
(1) Standard-size paper copy	\$.20 per page
(2) Nonstandard-size copy	
(A) Diskette	\$ 1.00 each
(B) Magnetic tape	\$10.00 each
(C) VHS video cassette	\$ 2.50 each
(D) Audio cassette	\$ 1.00 each
(E) Paper Copy	\$.50 each
(F) Other	Actual cost
(3) Personnel charge	\$15.00 per hour
(4) Overhead charge	20% personnel charge
(5) Remote document retrieval charge	Actual cost
(6) Computer resource charge	
(A) Mainframe	\$17.50 per minute
(B) Midsize	\$ 3.00 per minute
(C) Client/Server	\$ 1.00 per minute
(D) PC or LAN	\$.50 per minute
(7) Programming time charge	Actual cost
(8) Miscellaneous supplies	Actual cost
(9) Postage and shipping charge	Actual cost
(10) Fax charge	
(A) local	\$.10 per page
(B) long distance, same area code	\$.50 per page
(C) long distance (different area code)	\$ 1.00 per page
(11) Other costs	Actual cost