



PUBLIC INFORMATION REQUEST

REQUESTOR		
First Name	Last Name	Primary Phone Number
Mailing Address (<i>Address, City, State, Zip</i>)		Email Address

DESCRIPTION OF REQUEST (<i>please include as much information as possible</i>)
<hr/> <hr/> <hr/> <hr/>

REQUEST METHOD
<input type="checkbox"/> Copies <input type="checkbox"/> Email <input type="checkbox"/> US Mail <input type="checkbox"/> Phone <input type="checkbox"/> Inspection <input type="checkbox"/> CD <input type="checkbox"/> DVD

There is a required fee of \$15.00 per hour of labor for requests that exceed 50 pages, requests that are completed electronically, or requests that require programming or manipulation of data.

SUMMARY OF CHARGES FOR COPIES OF PUBLIC INFORMATION ADOPTED BY THE TEXAS ATTORNEY GENERAL		Fee
Description		
Standard paper copy		\$.10 per page
Diskette/ Rewritable CD (CD-RW)/ Non-rewritable CD (CD-R)		\$1.00
Digital video disc (DVD)		\$3.00
Magnetic tape/ Data cartridge/ Tape cartridge/ other electronic media		actual cost
Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)		\$.50 per page
Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)		actual cost
Labor charge	For programming	\$28.50 per hour
	For locating, compiling, and reproducing	\$15 per hour
Overhead charge		20% of labor charge
Remote document retrieval charge		actual cost
Computer resource charge	Mainframe	\$10 per CPU minute
	Midsized	\$1.50 per CPU minute
	Client/Server system	\$2.20 per clock hour
	PC or LAN	\$1.00 per clock hour
Miscellaneous supplies		actual cost
Postage and shipping charge		actual cost
Photographs		Actual cost as calculated in accordance with §70.9(5) of the Texas Administrative code.
Maps		Actual cost as calculated in accordance with §70.9(4) of the Texas Administrative code.
Other costs		actual cost
Outsourced/Contracted Services		actual cost for the copy

PLEASE NOTE:

Under Texas Government Code, Chapter 552 the City of Alpine is under NO obligation to create a document to satisfy any request or to comply with a standing request for information. The information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. The City of Alpine has 10 business days in which to request such a determination.

FOR COMPLETION BY CITY OF ALPINE ONLY:

NOTIFICATION METHOD

Email Phone US Mail Other

Notification Date _____

CHARGES

- Inspection (Free of Charge) CD (\$1) DVD (\$3)
 Electronic Delivery (\$15)
 Physical Copies (¢.10 per page) _____ No. of pages
 Labor (\$15 per hour) _____ No. of hours
 Other (Explain) _____

TOTAL AMOUNT DUE _____

ACKNOWLEDGEMENT

Received date _____

Due date _____

Received by _____

Completion Date _____

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

To be signed by requestor upon receipt of the requested information

I, the undersigned person, confirm that I have received a copy of the public information that I have requested. I understand that the City of Alpine has conducted a good-faith search for said information, and have produced it accordingly. I understand that I may contact the City of Alpine immediately if any of the information is missing or incorrect. I understand that if any issues are not raised with the City within a timely manner that I may submit a new Public Information Request.

Signature of Requestor

Printed Name

Date