**OPEN RECORDS REQUEST FORM**

**From:**

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ (Home) ( ) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_ (Work)

( ) \_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_ (Fax)

**To: CUSTODIAN OF RECORDS FOR THE CITY OF COOPER, TEXAS**

Pursuant to V.T.C.A., Government Code 552, I am requesting certain public records, specifically:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **MADE AVAILABLE TO ME FOR EXAMINATION ONLY.** I understand that if the documents are not readily available, the custodian may schedule a date and hour within a reasonable time for my examination of the documents. I understand I must complete my examination within ten days of the date the records are made available to me. |
|  | **PHOTOCOPIED** for my use where the information sought is in the form of paper (see 2nd page for charges). |
|  | **DUPLICATED** for my use where the information sought is in the form of audiotapes, videotapes, computer tapes, or other similar recording systems (see 2nd page for charges). |

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|  | **MAILED** to me at the address listed above. (see 2nd page for charges). |
|  | **FAXED** to me at the number indicated above. (see 2nd page for charges). |
|  | **PICKED UP**by me or my representative at the City Secretary’s Office, City Hall, 91 N Side Square, Cooper, Texas 75432 |

I agree to pay the costs of photocopying, duplication, the labor costs involved in retrieving information that is not readily available, and the cost of mailing or faxing. In the event estimated labor costs exceed $6.00, I agree to pay the estimated labor costs prior to retrieval of the information.

I understand that the City of Cooper may withhold information which is not considered public information under the Texas Open Records Act, accompanying Attorney General opinions, and case law. I also understand that the City of Cooper is required to release only those documents that exist, in their current state, and that the City is not required to compile or create specific information or formats for my use.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Required

To Be Completed by City Personnel Only:

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| --- | --- | --- |
| **CHARGES PER ITEM** | **NUMBER** | **TOTAL** |
| Standard Paper Copy | \_\_\_\_\_\_\_@ $.10/per page | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Nonstandard-size Copy:  Diskette  Magnetic Tape:  4mm.  8 mm.  9-track  Data Cartridge:  2000 Series  3000 Series  6000 Series  9000 Series  600A  Tape Cartridge:  250MB  525 MB  VHS Video Cassette  Audio Cassette  Oversize Paper Copy  Mylar: (36-inch, 42-inch, and 48-inch)  3 mil.  4 mil.  5 mil.  Blueline/blueprint paper (all widths)  Other | \_\_\_\_\_\_\_@ $1.00 each  \_\_\_\_\_\_\_@ $13.50 each  \_\_\_\_\_\_\_@ $12.00 each  \_\_\_\_\_\_\_@ $11.00 each  \_\_\_\_\_\_\_@ $17.50 each  \_\_\_\_\_\_\_@ $20.00 each  \_\_\_\_\_\_\_@ $25.00 each  \_\_\_\_\_\_\_@ $35.00 each  \_\_\_\_\_\_\_@ $20.00 each  \_\_\_\_\_\_\_@ $38.00 each  \_\_\_\_\_\_\_@ $45.00 each  \_\_\_\_\_\_\_@ $2.50 each  \_\_\_\_\_\_\_@ $1.00 each  \_\_\_\_\_\_\_@ $.50 each  \_\_\_\_\_\_\_@ $.85/linear foot  \_\_\_\_\_\_\_@ $1.10/linear foot  \_\_\_\_\_\_\_@ $1.35/linear foot  \_\_\_\_\_\_\_@ $.20/linear foot  Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Personnel Charge:  Programming Personnel  Other Personnel | \_\_\_\_\_\_\_@ $26.00/per hour  \_\_\_\_\_\_\_@ $15.00/per hour | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Overhead Charge: | \_\_\_\_\_\_\_@ 20% of personnel charge | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Microfiche or Microfilm Charge:  Paper Copy  Fiche or Film Copy | \_\_\_\_\_\_\_@ $.10/per page  Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Remote Document Retrieval Charge: | Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Computer Resource Charge:  Mainframe  Midsize  Client/Server  PC or LAN | \_\_\_\_\_\_\_@ $10.00/per minute  \_\_\_\_\_\_\_@ $1.50/per minute  \_\_\_\_\_\_\_@ $2.20/per hour  \_\_\_\_\_\_\_@ $1.00/per hour | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Miscellaneous Supplies | Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Postage/Shipping Charges | Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Photographs | Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Other Costs | Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Outsourced/Contracted Services | Actual Cost | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Fax Charges:  Local  Long Distance (same area code)  Long Distance (different area code) | \_\_\_\_\_\_\_@ $.10/per page  \_\_\_\_\_\_\_@ $.50/per page  \_\_\_\_\_\_\_@ $1.00/per page | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL CHARGES** |  | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | No Sales Tax shall be applied to copies of public information |  |

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| To be Completed by City Personnel Only: |  |
| Date Request Received by the City: | Method of Payment: |
| Date of City Response: | Cash: |
| Date Picked Up: | Check: |

Additional Information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_