

OPEN RECORDS ACT – PROCEDURES

A copy of this form is to be given or mailed each time to each requestor of Open Records. The form must be filled out every time a request is made in order to obtain or access any information pertaining to government records of the City of Brady, Texas.

Requestor Name: _____ Date: _____

Address: _____ Phone: _____

Notice to Requestor

The City of Brady, Texas 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 opposite page. Viewing the documents instead of requesting reproduction may reduce fees. 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

Requestor Signature: _____

Request Received By: _____ Date: _____

Date Received by City Secretary: _____ Signature: _____

Fees:

Labor Fee: \$ _____

Reproduction Fee: \$ _____

Other Fee: \$ _____ i.e. _____

Total Fee \$ _____

Reviewed / Authorized by City Secretary / City Manager / City Attorney: _____

_____ Date: _____

Request denied due to: _____

Date Requestor informed of Reproduction available: _____ Initial: _____

Requestor's Signature of Receipt: _____ Date: _____

OPEN RECORDS COSTS OF REPRODUCTION

<u>SERVICE RENDERED</u>	<u>CHARGES</u>
1. Standard size paper copy	\$.10 per page
2. Non standard size copy	
a. Diskette	\$ 1.00
b. Magnetic Tape	\$12.50
c. Audio Cassette	\$1.00
d. Paper Copy	.50
e. Other	Actual Cost
3. Personnel Charge Programmer	\$26.00 per hour \$15.00 per hour
4. Overhead Charge (50+ pages)	20% of personnel charge
5. Remote document retrieval	Actual Cost
6. PC Resource Charge	\$.65 per minute
7. Miscellaneous Supplies	Actual Cost
8. Postage & Shipping Charge	Actual Cost
9. Other	Actual Cost
10. Comprehensive Plan Book	\$20.00
11. Police Department Accident Report	\$ 6.00 (Texas Vehicle & Traffic Laws-Article 670fd §47(c), (d), (e)
12. For some items not covered above, the State of Texas Attorney General's Pricing Structure will apply	