



## PUBLIC INFORMATION REQUEST

A. REQUEST IDENTIFICATION		
Name of Requestor	Telephone	Date
Address (Fill in if information will be mailed)		
Email Address (If information requested, is not too lengthy and readily available, it will be provided at NO CHARGE)		
Description of Information Requested: (Attach additional sheets if necessary. Please be specific as possible.)		
Signature of Requestor (if in person)		
<b><u>THE FOLLOWING FOR OFFICE USE ONLY:</u></b>		
B. DEPARTMENTAL RESPONSE		
Department	Request Handled by:	Telephone No.
		Fax No.
<b>REQUESTOR: See response checked below:</b>		
<input type="checkbox"/> This above information was provided via email on _____. (Date)		
<input type="checkbox"/> This information is unavailable at this stime. It will be available for review on _____ at _____. (Time) (Date)		
<input type="checkbox"/> This information is not created or maintained by this governmental body.		
<input type="checkbox"/> This information is maintained by this department but may be protected information under the Texas Public Information Act. Your request will be promptly reviewed and you will be informed of its status.		
<input type="checkbox"/> This information can be copied for you. Please see Section C, attached, for an estimate of charges.		
<input type="checkbox"/> The information requested has been copied for you. Please see Section C, attached, for total		

**C. INFORMATION CHARGES**

<u><b>COST ESTIMATE</b></u>	<u><b>ACTUAL COST</b></u>
<p>An estimate of costs to copy information you requested is provided below. This estimate has been calculated from anticipated charges that are indicated at the bottom of this page. Actual cost may be higher or lower than the cost estimate. Please indicate your desire to proceed with this request by checking one of the boxes below, signing and dating this form, and returning it either by fax to the fax number listed in Section B of the previous page, or mailing it to the address shown at the lower right.</p> <p style="text-align: center;">Cost Estimate: _____</p> <p><b>NOTE: Cost estimates that exceed \$100 require a deposit before a request can be processed.</b></p> <p><input type="checkbox"/> I wish to have the information copied.</p> <p><input type="checkbox"/> I do not wish to have the information copied.</p> <p>_____ Signature of Requestor</p> <p style="text-align: right;">_____ Date</p>	<p>The cost of copying the information you requested is provided below. This cost has been calculated from the total charges indicated in the table below. Please remit payment, either in person, or by check made out to the City of Reno and addressed as shown below. Thank you.</p> <p style="text-align: center;">Actual Cost: _____</p> <p>If mailing, send to attention of department named in Section B of the previous page, addressed to:</p> <p style="text-align: center;">Attn: (department) City of Reno 160 Blackburn Street Reno, TX 75462-7152</p>

	CATEGORIES	DESCRIPTION	NUMBER	FEE RATE	TOTAL
1.	Standard-Size Paper Copy	Up to 8-1/2" x 14"		@ \$.10 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		@ \$5.00 each	\$
	(E)	Paper Copy 11" x 17"		@ \$0.50 each	\$
	(F)	DVD		@ \$3.00 each	\$
	(G)	CD-R or CD-RW		@ \$1.00 each	\$
3.	Personnel Charge			@ \$15.00 / hr.	\$
4.	Overhead Charge			20% of Personnel Charge	\$
5.	Micro Fiche / Film			Actual Cost	\$
6.	Remote Document Retrieval Charge			Actual Cost	\$
7.	Computer Resource Charge:				
	(A)	Mainframe		@ \$17.50 per minute	\$
	(B)	Midsized		@ \$3.00 per minute	\$
	(C)	Client/Server		@ \$1.00 per minute	\$
	(D)	PC or LAN		\$ 0.50 per minute	\$
8.	Miscellaneous Supplies			Actual Cost	\$
9.	Postage & Shipping Charge			Actual Cost	\$
10.	Photographs			Actual Cost	\$
11.	Fax Charge: (A)	Local		@ \$ 0.10 per page	\$
	(B)	Long Distance, same area code		@ \$0.50 per page	\$
	(C)	Long Distance, different area code		@ \$1.00 per page	\$
<b>TOTAL CHARGES:</b>					<b>\$</b>

NOTE: Sales tax is not applicable on public records.