



REQUEST NO. \_\_\_\_\_

# TOWN OF HOLLYWOOD PARK OPEN RECORD REQUEST

## PARTY REQUESTING INFORMATION:

\_\_\_\_\_  
(Name of Requestor)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Daytime Telephone Number)

\_\_\_\_\_  
(Email Address)

## DESCRIPTION OF SPECIFIC DOCUMENTS REQUESTED:

*please print*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Please select the manner in which you wish to view the requested information:

- I wish to physically inspect the requested information at the City offices.
- I wish to have copies made of the requested information at the authorized rates.
- I wish to have copies sent electronically via provided email address at authorized rates.

## Consent to Redaction of Certain Personal Information & Understanding of :

- I consent to have social security numbers, driver's license numbers, home addresses, personal phone numbers and email addresses, and date(s) of birth redacted from the requested information. (Withholding consent may delay processing of this request by at least 45 business days while the City seeks an Attorney General's Opinion release of information.)
- I understand that my request is limited to the information in existence at the time my request is received and that the City has no obligation to answer questions or create documents to respond to my request.

Requestor's Signature: \_\_\_\_\_

## SUBMIT THIS FORM BY ONE OF THE APPROVED METHODS:

<p><i>Email:</i> City Secretary's Office hpadmin@hollywoodpark-tx.gov</p>	<p><i>Mail:</i> Town of Hollywood Park Attention City Secretary 2 Mecca Drive Hollywood Park, TX 78232</p>	<p><i>Fax:</i> Attention City Secretary (210) 494-7859</p>
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## FOR OFFICE USE ONLY

### DISPOSITION OF REQUEST FOR PUBLIC RECORDS

Date Received: \_\_\_\_\_ Method of Receipt: \_\_\_\_\_ Routed to: \_\_\_\_\_

RETURN TO THE CITY SECRETARY'S OFFICE **NO LATER THAN:** \_\_\_\_\_

DATE OF FINAL ACTION ON THIS REQUEST: \_\_\_\_\_ (mm/dd/yyyy)

ACTION TAKEN: \_\_\_\_\_

## Texas Public Information Act Request Charges

<b>(1) Standard paper copy</b>	@ \$.10 per page
<b>(2) Nonstandard-size copy</b>	
(A) Diskette	@ \$1.00 each
(B) Magnetic tape	@ actual cost
(C) Data cartridge	@ actual cost
(D) Tape cartridge	@ actual cost
(E) Rewritable CD (CD-RW)	@ \$1.00 each
(F) Non-rewritable CD (CD-R)	@ \$1.00 each
(G) Digital video disc (DVD)	@ \$3.00 each
(H) JAZ drive	@ actual cost
(I) Other electronic media	@ actual cost
(J) VHS video cassette	@ \$2.50 each
(K) Audio cassette	@ \$1.00 each
(L) Oversize paper (e.g. 11 in. by 17 in. <u>greenbar</u> , <u>bluebar</u> , not including maps and photo using special paper)	@ \$0.50 per page
(M) Specialty paper (e.g. Mylar, <u>blueprint</u> , <u>blue</u> <u>line</u> , map, photographic)	@ actual cost
<b>(3) Labor charge:</b>	
(A) For programming	@ \$28.50 per hour
(B) For locating, compiling and reproduction	@ \$15.00 per hour
<b>(4) Overhead charges (20% of labor charges)</b>	@ x.20
<b>(5) Microfiche or microfilm charges</b>	
(A) Paper copy	@ .10 per page
(B) Fiche or film	@ actual cost
<b>(6) Remote document retrieval charge</b>	@ actual cost
<b>(7) Computer Resource Charges:</b>	
(A) Mainframe	@ \$10.00 per CPU minute
(B) Midsize	@ \$1.50 per CPU minute
(C) Client/Server system	@ \$2.20 per clock hour
(D) PC or LAN	@ \$1.00 per clock hour
<b>(8) Miscellaneous Supplies</b>	@ actual cost
<b>(9) Postage and Shipping Charge</b>	@ actual cost
<b>(10) Photographs</b> (in accordance with 1 TAC §70.9(5))	@ actual cost
<b>(11) Maps</b> (in accordance with 1 TAC §70.9(4))	@ actual cost
<b>(12) Other costs</b>	@ actual cost
<b>(13) Outsourced/Contracted Services (may not include development costs)</b>	@ actual cost
<b>Police Report</b>	<b>@ \$.10 per page</b>
<b>Accident Report</b>	<b>@ \$6.00</b>