



CITY OF LAKE JACKSON, TEXAS
25 OAK DRIVE
LAKE JACKSON, TEXAS 77566



APPLICATION FOR PUBLIC INFORMATION
Office of the City Secretary

TO: Sally Villarreal, City Secretary

Pursuant to Section 552 of the Texas Government Code, application is hereby made upon you as custodian of information for the City of Lake Jackson, Texas to produce for inspection or duplication, or both, the following items. I understand that the information will be provided under the Texas Public Information Act, and that a fee may be charged for the information.

NAME: (Please Print): _____ **SIGNATURE:** _____

DATE: _____ **ADDRESS:** _____

CITY: _____ **ZIP:** _____ **DAYTIME PHONE #:** _____

OFFICE USE ONLY

Request received by: _____ **Title:** _____

Department: _____ **Date Received:** _____ **Time:** _____

Date Completed: _____ **Fee Collected:** \$ _____

PUBLIC INFORMATION CHARGES

Standard-Size Copy (up to and including 8.5 inches X 14 inches) reproduced by copier or computer printer _____ \$ **.10 per page** _____

Nonstandard-Size Copy

- a. Diskettes _____ \$ **1.00** _____
- b. Magnetic Tape _____ **Actual Cost** _____
- c. Data Cartridge _____ **Actual Cost** _____
- d. Tape Cartridge _____ **Actual Cost** _____
- e. Rewritable CD (CD-RW) _____ \$ **1.00** _____
- f. Nonrewritable CD (CD-R) _____ \$ **1.00** _____
- g. Digital Video Disc _____ \$ **3.00** _____
- h. JAZ drive _____ **Actual Cost** _____
- i. Other electronic media _____ **Actual Cost** _____
- j. VHS Video Cassette _____ \$ **2.50** _____
- k. Audio Cassette _____ \$ **1.00** _____
- l. Oversized Paper (11 X 17, greenbar, bluebar, not including maps and photographs using specialty paper) _____ \$ **.50** _____
- m. Specialty Paper (Mylar, blueprint, blueline, map, photographs) _____ **Actual Cost** _____

Labor Charge -

- a. Personnel - for locating, compiling and reproducing non readily available records _____ \$ **15.00/hr** _____
- b. Programmer (see rules) _____ \$ **28.50/hour** _____

(Labor cannot be charged on requests of 50 or fewer pages unless information is in two separate buildings)

Overhead Charge for non readily available or in excess of 50 pages _____ **20% of total Personnel Costs** _____

Microfiche or Microfilm

- a. Paper Copy _____ \$ **.10** _____
- b. Fiche or film copy _____ **Actual Cost** _____

Computer Resource Charge

- Mainframe _____ \$ **10.00/CPU minute** _____
- Midrange _____ \$ **1.50/CPU minute** _____
- Client/Server _____ \$ **2.20/clock hour** _____
- PC or LAN _____ \$ **1.00/clock hour** _____

Remote Document Retrieval Charge _____ **Actual cost** _____

Miscellaneous Supplies Charge (labels, boxes, and other producing supplies) _____ **Actual cost** _____

Outsourced/Contracted Services _____ **Actual cost** _____

Postal and Shipping Charge _____ **Actual cost** _____

Fax Charge

- Local _____ \$ **.10/page** _____
- Long Distance-same area code _____ \$ **.50/page** _____
- Long Distance-different area code _____ \$ **1.00/page** _____

Deposit If estimated charges exceed \$100.00. _____ (_____)

Total Charges _____