

## PUBLIC RECORDS REQUEST FORM

(Use this form for fees not set by statutes)

Requester's Name	Telephone Number
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Name of Business

Address *(P.O. Box, Street, etc.)* *(City)* *(State)* *(Zip Code)*

Description of Information

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Requested By	Written Request Attached?
<div style="display: flex; justify-content: space-between;"> <span>_____</span> <span>_____</span> </div> <p style="text-align: center; margin-top: 5px;">Requester's Signature <span style="margin-left: 100px;">Date</span></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO

**For Office Use Only**

**Is requested information considered an open record?**     YES     NO    **If No, explain on reverse side of this form.**

	# of copies, hours, etc.	Item/Unit Price	Extended Item/Unit Price
<b>Copies</b>			
-Standard-size from paper originals.....		@ \$ .10/page	
-Standard-size from microfiche/microfilm.....		@ \$ .10/page	
-Diskette.....		@ \$ 1.00/ea.	
-Magnetic Tape, Data Cartridge, Tape Cartridge.....		@ Actual Cost	
-JAZ Drive and other electronic media.....		@ Actual Cost	
-Rewritable/Non-rewritable CDs (CD-RW & CD-R).....		@ \$ 1.00/ea.	
-Digital Video Disc (DVD).....		@ \$ 3.00/ea.	
-VHS Video Cassette.....		@ \$ 2.50/ea.	
-Audio Cassette.....		@ \$ 1.00/ea.	
-Non-standard size.....		@ \$ .50/ea.	
-Microfilm.....		@ Actual Cost	
-Other.....		@ Actual Cost	
<b>Personnel Charges:</b>			
-Programming Personnel.....		@ \$ 28.50/hr.	
-Other Personnel <i>(Charge starts after first 50 pages unless information is retrieved from a remote location)</i> .....		@ \$ 15.00/hr.	
<b>Overhead Charges: (20% of Personnel Charges).....</b>			
<b>Computer Resource Charges: (Excluding Subscriber Access)</b>			
-Mainframe.....		@ \$ 12.50/CPU min.	
-Midsized.....		@ \$ 1.87/min.	
-Client/Server.....		@ \$ 2.20/hr.	
-PC or LAN.....		@ \$ 1.00/hr.	
Postage/Shipping Charges.....		@ Actual Cost	
Other Charges: <i>(Photographs, remote retrieval, misc. supplies, etc.)</i> (Description: _____ ).....		@ Actual Cost	
<b>TOTAL CHARGES:</b>			

Fees Computed By	Date	Fees Waived in Accordance with Procedure F.23?
Release of Information and Fee Assessment Approved By <i>(Department Head/Designated Signer)</i>		<input type="checkbox"/> YES <input type="checkbox"/> NO

Information/Documents Received By	Date
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