

**For Office Use:**  
Received Date: \_\_\_\_\_  
By: \_\_\_\_\_  
Due: \_\_\_\_\_



## Public Information Request

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Description of Public Record(s) Being Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check Applicable Item(s):  Copies  Inspection  DVD  Photographs  Letters  
 Audio/Video Recordings  Electronic Communications

**Please Note:**

*Under Texas Government Code, Chapter 552 the City of Alpine is under no obligation to create a document to satisfy any request or to comply with a standing request for information. The information will be released only in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to a release. The City of Alpine has 10 business days in which to request such a determination.*

The following is a summary of the charges for copies of public information that have been adopted by the Attorney General.

**(1) Standard paper copy--\$.10 per page.**

**(2) Nonstandard-size copy:**

- Diskette: \$1.00;
- Magnetic tape: actual cost;
- Data cartridge: actual cost;
- Tape cartridge: actual cost;
- Rewritable CD (CD-RW)--\$1.00;
- Non-rewritable CD (CD-R)--\$1.00;
- Digital video disc (DVD)--\$3.00;
- JAZ drive--actual cost;
- Other electronic media--actual cost;
- Audio cassette--\$1.00;
- Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)--\$.50;
- Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)--actual cost.

**(3) Labor charge:**

- For programming--\$28.50 per hour;
- For locating, compiling, and reproducing--\$15 per hour.

**(4) Overhead charge-- 20% of labor charge.**

**(5) Microfiche or microfilm charge:**

- Paper copy--\$.10 per page;
- Fiche or film copy--Actual cost.

**(6) Remote document retrieval charge--Actual cost.**

**(7) Computer resource charge:**

- mainframe--\$10 per CPU minute;
- Midsize--\$1.50 per CPU minute;
- Client/Server system--\$2.20 per clock hour;
- PC or LAN--\$1.00 per clock hour.

**(8) Miscellaneous supplies--Actual cost.**

**(9) Postage and shipping charge--Actual cost.**

**(10) Photographs--Actual cost as calculated in accordance with §70.9(5) of this title.**

**(11) Maps--Actual cost as calculated in accordance with §70.9(4) of this title.**

**(12) Other costs--Actual cost.**

**(13) Outsourced/Contracted Services--Actual cost for the copy.**

**(14) No Sales Tax--No Sales Tax shall be applied to copies of public information.**