



(512) 398-3461 * FAX (512) 398-5103
 P.O. Box 239 * 308 West San Antonio
 Lockhart, Texas 78644

PUBLIC RECORD CHARGES REQUEST FORM

Date _____ Requester _____

Address _____

Telephone _____ Fax/E-mail _____

Detailed Description of Information Requested (specific dates if possible) _____

The estimated charge for providing the public records or information requested is listed below. I hereby authorize the City of Lockhart to proceed with this request. I understand that I will be responsible for paying the actual charges. Every effort is made to expedite all requests for disclosure of public records, however, due to personnel demands, schedules, and the type of information requested, the disclosure of records may take the time allowed by law which is ten (10) working days.

 Signature _____ Date _____

FOR OFFICE USE ONLY

Service	Number	Charge	Total
Standard-size paper copy (Measures 8 1/2 X 14 & under)	_____	@ 10 cents per page	_____
Nonstandard-size copy Larger than 8 1/2 X 14	_____	@ 50 cents per page	_____
Diskette/CD	_____	@ \$1.00 each	_____
Audio cassette	_____	@ \$1.00 each	_____
VHS video cassette	_____	@ \$2.50 each	_____
DVD	_____	@ \$3.00 each	_____
*Personnel charge (50+ pages)	_____	@ 15.00 per hour	_____
**Overhead charge	_____	@ 20% of personnel chg.	_____
MAGNETIC TAPE			
4 mm	_____	@ \$13.50 each	_____
8 mm	_____	@ \$12.00 each	_____
9-track	_____	@ \$11.00 each	_____
COMPUTER RESOURCE			
PC or LAN	_____	@ \$1.00 per hour	_____
Client/server	_____	@ \$2.20 per hour	_____
Midsize	_____	@ 1.50 per minute	_____
Mainframe	_____	@ \$10.00 per minute	_____
***Programming time	_____	@ \$26.00 per hour	_____
**Miscellaneous supplies	_____	actual cost	_____
**Postage and shipping	_____	actual cost	_____
FAX			
Local	_____	@ 10 cents per page	_____
Long distance, same area code	_____	@ 50 cents per page	_____
Long distance, different area code	_____	@ \$1.00 per page	_____
OTHER COSTS			
Description _____	_____	actual cost	_____
Note: Governments may not apply sales tax on public records.			
TOTAL CHARGES			\$ _____
NOTES: *State rate. If applicable, cities and counties may need to determine an average employee wage rate.			
**If applicable.			
***State rate. If applicable, cities and counties may need to determine an average programming rate.			