



**CITY OF BURNET  
REQUEST FOR DISCLOSURE OF PUBLIC RECORDS  
BURNET POLICE DEPARTMENT  
PLEASE PRINT ALL INFORMATION**

Every effort is made to expedite all requests for disclosure of public records. The City will respond to your request within ten (10) working days, however, due to personnel demands, schedules, and type of information requested, as allowed by law, the disclosure of records may take longer.

**NAME:** \_\_\_\_\_  
**PHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**DESCRIPTION OF REQUESTED RECORD** (be as specific as possible with type, dates, etc.)

\_\_\_\_\_ **Date of Request** \_\_\_\_\_ **Signature of Applicant**

<p><b>TO:</b> _____</p> <p>The information requested above is information pertinent to your department. This information is to be returned to the PIO (City Secretary) by _____ for disclosure to the requestor, along with this original request.</p> <p><b>NOTE:</b> Should there be a reason this information cannot be furnished in the time frame requested, please so note below and return this form to the PIO (City Secretary)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____ <b>Signature of Department Director required</b> _____ <b>Date</b></p>	<p><b>Date/Time Faxed/Delivered to Department:</b></p> <p>_____</p> <p><b>Date/Time Returned from Department:</b></p> <p>_____</p>
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<p><b>REVIEWED BY PUBLIC INFORMATION OFFICER ON</b> _____</p> <p><b>APPROVED FOR DISCLOSURE:</b> ____ YES ____ NO (State Reason)</p> <p><b>REASON FOR NON-APPROVAL:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>SIGNATURE OF PIO:</b> _____ <b>Date</b> _____</p>	<p><b>Log Reference:</b></p> <p>Page _____ of _____</p> <p>Line Number _____</p> <p><b>Date Received:</b> _____</p> <p><b>Time Received:</b> _____</p>
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<p><b>REQUIRES REVIEW BY CITY ATTORNEY:</b> ____ YES ____ NO</p> <p><b>CITY ATTORNEY APPROVED FOR DISCLOSURE:</b> ____ YES ____ NO (State Reason)</p> <p><b>REASON FOR NON-APPROVAL:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>APPROVAL BY CITY ATTORNEY:</b> _____ <b>Date</b> _____</p>	<p><b>Date/Time Faxed to City Attorney:</b></p> <p>_____</p> <p><b>Date/Time Returned from City Attorney:</b></p> <p>_____</p>
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<p><b>REQUIRES RULING FROM ATTORNEY GENERAL:</b> ____ YES ____ NO</p> <p><b>ATTORNEY GENERAL APPROVED FOR DISCLOSURE:</b> ____ YES ____ NO</p> <p><b>DATE OF APPROVAL FOR DISCLOSURE BY ATTORNEY GENERAL:</b> _____</p>	<p><b>Date Mailed to Attorney General:</b></p> <p>_____</p> <p><b>Date Returned from Attorney General:</b></p> <p>_____</p>
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<p><b>DATE DISCLOSED:</b> _____</p> <p><b>FEES:</b> \$ _____ (Calculation on Reverse Side) <b>GENERAL RECEIPT #</b> _____</p> <p><b>RELEASED BY:</b> _____</p>	
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**CITY OF BURNET  
PUBLIC INFORMATION CHARGES**

Standard-Size Copy (up to and including 8.5 inches X 14 inches) reproduced by copier or computer printer		
a. 50 pages or less of readily available information .....	_____	\$ .10 per page _____
b. in excess of 50 pages of readily available information .....	_____	\$ .85 first page _____
	_____	\$ + .15 ea. adtnl _____
c. non readily available information .....	_____	\$ .70 first page _____
	_____	+ .15 ea. adtnl _____
	_____	+ personnel costs** _____
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Personnel Charge - prorated .....	_____	\$ 15.00/hr _____
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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 _____
Inspection of Records.....		
Request for 50 or fewer readily available documents .....	_____	No Charge _____
Request for more than 50 readily available documents.....	_____	Assessed _____
Deposit if estimated charges exceed \$100.00 .....	_____	½ charges ( _____ )

Total Charges \_\_\_\_\_  
Transfer charges to front page