



**TOWN OF HICKORY CREEK POLICE DEPARTMENT
OPEN RECORDS REQUEST AND PUBLIC RECORDS CHARGES**

DATE: _____

REQUESTER: _____

TELEPHONE #: _____

DATE OF INCIDENT: _____

LOCATION OF INCIDENT: _____

DESCRIPTION OF INCIDENT: _____

SPECIFIC ITEM(S) REQUESTED: _____

NOTE: ALL REQUEST FOR INFORMATION WILL BE COMPLETED WITHIN 10 BUSINESS DAYS, EXCEPT FOR INFORMATION THAT MAY BE DEEMED PRIVATE IN WHICH THE TOWN OF HICKORY CREEK RESERVES THE RIGHT TO SUBMIT FOR AN OPINION FROM THE STATE OF TEXAS ATTORNEY GENERAL'S OFFICE. THE GOVERNMENT MAY NOT APPLY SALES TAX ON PUBLIC RECORDS.

OFFICIAL USE ONLY

COPIES (PUBLIC INFORMATION ACT CHAPTER 552 OF THE TEXAS LOCAL GOVERNMENT CODE)		QUANTITY	
STANDARD SIZE PAPER (UP TO 8.5X14)	\$0.10	X	_____
NON-STANDARD SIZE PAPER	\$0.50	X	_____
COLOR COPIES	\$1.25	X	_____
CD	\$1.00	X	_____
DVD	\$3.00	X	_____
OTHER ELECTRONIC MEDIA (EX. FLASH DRIVE)	\$ACTUAL COST	X	_____
PERSONNEL CHARGE (INCREMENTS OF 30 MINUTES)	\$15.00HR	X	_____
MISC SUPPLIES	\$ACTUAL COST	X	_____
POSTAGE AND SHIPPING	\$ACTUAL COST	X	_____
MILAGE	\$0.35	X	_____
FAX COPIES – PER COPY	\$0.65	X	_____
OTHER	\$ACTUAL COST	X	_____
	TOTAL		_____

COMPLETION DATE: _____

COMPLETED BY: _____