

CITY OF McALLEN

PUBLIC INFORMATION REQUEST

DATE: _____

**** THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. SHOULD THIS OCCUR THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE.**

PERSON REQUESTING INFORMATION: _____

REPRESENTING FIRM OR COMPANY: _____
(IF APPLICABLE)

ADDRESS: _____

PHONE: _____

DESCRIPTION OF PUBLIC RECORD (S) BEING REQUESTED: _____

(SIGNATURE)

APPROVAL FOR RELEASE OF PUBLIC RECORD(S)

DATE RECEIVED: _____

ROUTED TO: _____

DEPARTMENT(S): _____

ACTION TAKEN: _____

APPROVAL MUST BE NOTED BY DEPARTMENT HEAD AND CITY ATTORNEY OR CITY MANAGER.

DEPARTMENT HEAD

CITY ATTORNEY

CITY MANAGER

CITY OF McALLEN

PUBLIC RECORDS CHARGES

DATE: _____

DESCRIPTION OF INFORMATION: _____

AGENCY/COMPANY: _____

METHOD OF PAYMENT: CASH CHECK OTHER

| | <u>NUMBER</u> | <u>TOTAL</u> |
|----------------------------|----------------------|--------------|
| STANDARD-SIZE PAPER COPIES | _____ @ \$.10/page | \$ _____ |
| NONSTANDARD-SIZE COPIES: | | |
| DISKETTE/CD | @ \$1.00/each | \$ _____ |
| MAGNETIC TAPE: | | |
| 4MM | @ \$13.50/each | \$ _____ |
| 8MM | @ \$12.00/each | \$ _____ |
| 9 TRACK | @ \$11.00/each | \$ _____ |
| DATA CARTRIDGE: | | |
| 2000 SERIES | @ \$17.50/each | \$ _____ |
| 3000 SERIES | @ \$20.00/each | \$ _____ |
| 6000 SERIES | @ \$25.00/each | \$ _____ |
| 9000 SERIES | @ \$35.00/each | \$ _____ |
| 600A | @ \$20.00/each | \$ _____ |
| TAPE CARTRIDGE: | | |
| 250 MB | @ \$38.00/each | \$ _____ |
| 525 MB | @ \$45.00/each | \$ _____ |
| VHS VIDEO CASSETTE | @ \$2.50/each | \$ _____ |
| AUDIO CASSETTE | @ \$1.00/each | \$ _____ |
| OVERSIZED PAPER 11 X 17 | @ \$.50/each | \$ _____ |
| MYLAR (36", 42" AND 48"): | | |
| 3 MIL | @ \$.85/linear foot | \$ _____ |
| 4 MIL | @ \$1.10/linear foot | \$ _____ |
| 5 MIL | @ \$1.35/linear foot | \$ _____ |
| BLUELINE/BLEUPRINT PAPER | @ \$.20/linear foot | \$ _____ |
| OTHER | Actual cost | \$ _____ |
| PERSONNEL CHARGE: | | |
| PROGRAMMING PERSONNEL | @ \$26.00/hour | \$ _____ |
| OTHER PERSONNEL | @ \$15.00/hour | \$ _____ |
| OVERHEAD CHARGE: | | |
| (20% OF PERSONNEL CHARGE) | x .20 | \$ _____ |

MICROFICHE OR MICROFILM CHARGE:

PAPER COPY

@ \$.10/page

\$ _____

FICHE OR FILM COPY

Actual cost

\$ _____

REMOTE DOCUMENT RETRIEVAL CHARGE

Actual cost

\$ _____

COMPUTER RESOURCE CHARGE:

MAINFRAME

@ \$10.00/min.

\$ _____

MIDSIZE

@ \$1.50/min.

\$ _____

CLIENT/SERVER

@ \$2.20/hour

\$ _____

PC OR LAN

@ \$1.00/hour

\$ _____

MISCELLANEOUS SUPPLIES

Actual cost

\$ _____

POSTAGE/SHIPPING CHARGE

Actual cost

\$ _____

FAX CHARGE:

LOCAL

@ \$.10/page

\$ _____

LONG DISTANCE/SAME AREA CODE

@ \$.50/page

\$ _____

LONG DISTANCE/OTHER AREA CODE

@ \$1.00/page

\$ _____

PHOTOGRAPHS

Actual cost

\$ _____

OTHER CHARGES:

DESCRIPTION: _____

Actual cost

\$ _____

OUTSOURCED OR CONTRACTED SERVICES

Actual cost

\$ _____

TOTAL CHARGES

\$ _____

NOTE: SALES TAX IS NOT APPLICABLE ON PUBLIC RECORDS

*****THE ABOVE SERVICES MAY REQUIRE A PERSONNEL CHARGE**