

OPEN RECORDS REQUEST

*DESCRIPTION OF INFORMATION (please be specific): _____

*REQUESTED BY: _____

CHARGE

*ADDRESS: _____

Yes _____

No _____

*TELEPHONE _____

	<u>NUMBER</u>	<u>TOTAL</u>
1. STANDARD-SIZE PAPER COPIES: (UP TO 8-1/2" X 14")	_____ @\$.10/PAGE	\$ _____
OR (MINIMUM \$5.00 IF LESS THAN 20 COPIES)	_____ MINIMUM	\$ _____
2. NONSTANDARD-SIZE COPIES:		
- DISKETTE	_____ @\$1.00/EACH	\$ _____
- MAGNETIC TAPE	_____ @\$10.00/EACH	\$ _____
- PAPER	_____ @\$.50/EACH	\$ _____
- OTHER	_____ @ACTUAL COST	\$ _____
3. PERSONNEL CHARGES: (OVER 50 COPIES)	_____ @\$15.00/HOUR	\$ _____
4. OVERHEAD CHARGES: (OVER 50 COPIES)		
(20% OF TOTAL PERSONNEL CHARGES)	_____ X \$.20	\$ _____
5. REMOTE DOCUMENT RETRIEVAL CHARGES:	_____ @ACTUAL COST	\$ _____
6. COMPUTER RESOURCE CHARGES:		
- MIDSIZE	_____ @\$3.00/MINUTE	\$ _____
- CLIENT/SERVER	_____ @\$1.00/MINUTE	\$ _____
- PC OR LAN	_____ @\$.50/MINUTE	\$ _____
7. PROGRAMMING TIME CHARGES	_____ @\$26.00/HOUR	\$ _____
8. MISCELLANEOUS SUPPLIES	_____ @ACTUAL COST	\$ _____
9. POSTAGE AND SHIPPING CHARGES	_____ @ACTUAL COST	\$ _____
10.FAX CHARGES:		
- LOCAL	_____ @\$.10/PAGE	\$ _____
- LONG DISTANCE, SAME AREA CODE	_____ @\$.50/PAGE	\$ _____
- LONG DISTANCE, DIFFERENT AREA CODE	_____ @\$1.00/PAGE	\$ _____
11. OTHER COSTS:	_____ @ACTUAL COST	\$ _____
	<i>TOTAL DUE</i>	\$ _____

NOTE: PERSONNEL AND OVERHEAD CHARGES CAN BE ADDED TO REQUESTS FOR COPIES IF THE INFORMATION "REQUIRES A SUBSTANTIAL AMOUNT OF TIME TO LOCATE OR PREPARE FOR RELEASE."

REMIT TO: **Mr. Mike Marcus** Method of Payment: Cash _____
Records Management Officer Check _____
Waller Independent School District Other _____
1918 Key Street
Waller, TX 77484 Payment Received: _____
(936) 931-0314 Account Code: _____

Remarks: Mailed: _____

Picked Up: _____

SIGNATURE: _____ DATE: _____

Records Prepared By: _____

Campus/Location: _____

* Information to be completed by requestor.