



**CITY OF BELLVILLE**  
**OPEN RECORD REQUEST**

REQUEST MADE BY: \_\_\_\_\_

ORGANIZATION NAME (if applicable): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

This request is made under the "PUBLIC INFORMATION ACT" as contained in Chapter 552 of the Government Code, which guarantees the public's access to public information in the custody of governmental bodies. My signature below acknowledges that I am aware of the copy fees (minimum of \$0.10 per page) for each page copied to comply with this request. I hereby respectfully request copies and/or access to the following information:

DESCRIPTION OF DOCUMENTS INCLUDING SPECIFIC DATES, REFERENCE NUMBERS, TITLES, ETC. IF KNOWN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK ONE APPLICABLE TO REQUEST:  COPY  REVIEW ONLY  EMAIL (if applicable)

SIGNATURE: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

The City of Bellville will make every reasonable attempt to provide the information being requested; however, the City is not required to create documents or reports to provide the information that is being requested, if they do not already exist.

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FOR OFFICE USE ONLY:

REQUEST COMPLETED BY: \_\_\_\_\_

DATE REQUEST HONORED: \_\_\_\_\_



**CITY OF BELVILLE**  
**30 S. HOLLAND**  
**BELLVILLE, TX 77418**  
**979-865-3136**

**Public Records Charges:**

Description of Information: \_\_\_\_\_  
 Name/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_  
 Method of Payment:  
 Cash: \_\_\_\_\_  
 Check: \_\_\_\_\_  
 Other: \_\_\_\_\_

	<u>Number</u>	<u>Total</u>
Standard Sized Copies	_____ @ \$0.10/page	_____
Nonstandard Sized Copies:		
Diskette	_____ @ \$1.00 ea	_____
Magnetic Tape	_____ @ \$10.00 ea	_____
VHS Video Cassette	_____ @ \$2.50 ea	_____
Audio Cassette	_____ @ \$1.00 ea	_____
Paper	_____ @ \$0.50/page	_____
Other	_____ Actual Cost	_____
Personnel Charges:	_____ @ \$15.00/hr	_____
Overhead Charges:		
(20% of Total Personnel Charges)	_____ X .20	_____
Computer Resource Charges:		
Mainframe	_____ @ \$17.50/min	_____
Midrange	_____ @ \$3.00/min	_____
Client/Server	_____ @ \$1.00/min	_____
PC or LAN	_____ @ \$0.50/min	_____
Programming Time	_____ @ \$26.00/hr	_____
Postage/Shipping Charges	_____ Actual Cost	_____
Fax Charges:		
Local	_____ @ \$0.10/page	_____
Long Distance/Same Area Code	_____ @ \$0.50/page	_____
Long Distance/Other Area Code	_____ @ \$1.00/page	_____
Other Charges:		
Description: _____	_____	_____
<b>TOTAL CHARGES:</b>		_____