

**LITTLE CYPRESS-MAURICEVILLE C.I.S.D.  
REQUEST FOR COPIES OF PUBLIC INFORMATION**

Instructions: To submit a public information request, please print this form, complete, and return to  
 Pauline Hargrove  
 Superintendent/Custodian of Documents  
 6586 FM 1130  
 Orange, TX 77632

I, \_\_\_\_\_, representing \_\_\_\_\_, request the following information: *Company or Organization*

RECORD	DATE(S) OF RECORD	***Office Use Only**	
		Time Required	No. of Pages
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Check one:

\_\_\_\_\_ I will pick the information up in person.  
 \_\_\_\_\_ Please mail the information to Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_

Check one:

\_\_\_\_\_ I will pay all copy charges when I pick up the information.  
 \_\_\_\_\_ Please send a bill for all copy charges to this address. I understand that the information will not be released until the bill is paid in full.  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Signature of person requesting information: \_\_\_\_\_

Approved for reproduction and billing: \_\_\_\_\_  
Superintendent

SEE THE BACK OF THIS PAGE FOR COST INFORMATION

**FOR BUSINESS OFFICE USE ONLY**

Charges are based on General Services Commission guidelines.

NOTE: PERSONNEL (LABOR) AND OVERHEAD CHARGES CAN ONLY BE CHARGED WHEN MORE THAN 50 PAGES OF INFORMATION HAS BEEN REQUESTED UNLESS INFORMATION IS NOT READILY AVAILABLE.

If copied on copy machine:

\_\_\_\_\_ Pages @ \$0.10 per copy (2 sided copy = 2 copies) \_\_\_\_\_

\_\_\_\_\_ Pages @ \$0.50 per copy if larger than 8.5" x 14" paper \_\_\_\_\_

\_\_\_\_\_ Hours @ \$15.00 per hour \_\_\_\_\_

Overhead Charges (20% of labor) \_\_\_\_\_

Non-standard copies:

\_\_\_\_\_ Diskettes @ \$1.00 each \_\_\_\_\_

\_\_\_\_\_ Magnetic Tapes/Cartridges @ \$11.00-\$45.00 each (size) \_\_\_\_\_

\_\_\_\_\_ VHS Video Cassettes @ \$2.50 each \_\_\_\_\_

\_\_\_\_\_ Audio Cassettes @ \$1.00 each \_\_\_\_\_

If information is requested in a specific, special format:

\_\_\_\_\_ Hours @ \$26.00 per hour to program \_\_\_\_\_

If printed from computer:

\_\_\_\_\_ Minutes of CPU processing time on server @ \$1.50 per minute \_\_\_\_\_

\_\_\_\_\_ Hours of processing time on PC @ \$1.00 per hour \_\_\_\_\_

\_\_\_\_\_ Pages printed on 8.5 x 11 computer paper @ \$0.10 per page \_\_\_\_\_

\_\_\_\_\_ Pages printed on 11 x 14 7/8 computer paper @ \$0.50 per page \_\_\_\_\_

Postage/Shipping Charges \_\_\_\_\_

Other: \_\_\_\_\_

TOTAL CHARGES \_\_\_\_\_

Method of payment: \_\_\_\_\_ Cash  
\_\_\_\_\_ Personal Check  
\_\_\_\_\_ Other \_\_\_\_\_