

**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
 Stacey Brister
 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 _____