



CITY OF LANCASTER, TEXAS APPLICATION FOR PUBLIC RECORDS



I, _____, do hereby request the following records
Name of Requestor (PLEASE PRINT)
of the City of Lancaster, Texas:

SIGNATURE OF REQUESTOR

DATE

ADDRESS

TELEPHONE NUMBER

CITY

STATE

ZIP

EMAIL

CHECK ALL THAT APPLY:

- I request documents to be emailed.
- I request to view documents at City Hall.
- I request paper copies.
- I request a VHS/Cassette/CD.
- I request an estimated cost for this request.

A fee schedule is printed on opposite page. Emailing or viewing the documents instead of requesting reproduction may reduce fees.

Requestor's Signature of Receipt

Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

Cost: _____

Date request completed: _____

Date applicant notified: _____

Date request picked up: _____

You may email the completed form to records@lancaster-tx.com or fax to (972) 218-2790. You may bring the form by Records Division or mail to City of Lancaster, Records Division at 1650 N. Dallas Avenue, Lancaster, Texas 75146.

For any questions, please contact Record's Office at (972) 218-2700.

CITY OF LANCASTER FEE SCHEDULE

<u>SERVICE RENDERED</u>	<u>CHARGES</u>
1. Standard Paper Copy	\$0.10 per page
2. Nonstandard Copy:	
(A) Diskette	\$1.00
(B) Magnetic tape	Actual cost
(C) Data cartridge	Actual cost
(D) Tape cartridge	Actual cost
(E) Rewritable CD (CD-RW)	\$1.00
(F) Non-rewritable CD (CD-R)	\$1.00
(G) Digital video disc (DVD)	\$3.00
(H) JAZ drive	Actual cost
(I) Other electronic media	Actual cost
(J) VHS video cassette	\$2.50
(K) Audio cassette	\$1.00
(L) Oversize paper copy	\$.50
(M) Specialty paper (Mylar, Blueprint, Blueline, Map, Photographic)	Actual cost
3. Microfiche and Microfilm From master copy of Microfilm	Actual cost of reproduction \$0.10 per page
4. Computer Resource Charge	
Mainframe	\$10 per minute
Midsize	\$1.50 per minute
Client/Server	\$2.20 per clock hour
PC or LAN	\$1.00 per clock hour
5. Other Public Information Charges	
(A) Computer Programmer	\$28.50 per hour
(B) Personnel Charge (50 or more Pages)	\$15.00 per hour
(C) Overhead Charge (50 or more Pages)	20% of Personnel Charge
(D) Remote Document Retrieval Charge	Actual Cost
(E) Miscellaneous Supplies (labels, boxes)	Actual Cost
(F) Postage and Shipping Charge	Actual Cost
(G) Miscellaneous (credit card transaction fee)	Actual Cost
6. Certified or Attestation under City Seal	\$2.50
7. Police Department Accident Report	\$6.00