CITY OF RICE POLICE DEPARTMENT

305 N. Dallas St.
P. O. Box 97
Rice, Texas 75155

Charles Parson, Chief of Police

Telephone: (903) 326-4146
Fax: (903) 326-7426
cparson@ricetx.gov

APPLICATION FOR INFORMATION UNDER TEXAS OPEN RECORDS ACT

To: RECORDS MANAGEMENT COORDINATOR
305 N. Dallas St., Rice, Texas 75155
903-326-4146 or 903-326-7426 fax

Date: _____

Name of Applicant: _____

Mailing Address: _____

City / State / Zip: _____

Preferred Phone Number: _____

Alternate Phone Number: _____

Email Address: _____

Documents requested: _____

Provide as much information as possible to accurately describe the information and/or document(s) you are requesting, please use the back of this form for additional space if needed.

Each record requested requires a cost of $6.00 (Over 50 pages additional cost applies)

NOTE: Certain exceptions to disclose exist under the Texas Open Records Act to protect against the disclosure of confidential or privileged information. If it appears that an exception to disclosure exists, an opinion will be sought from the Attorney General's Office within ten (10) days from receipt of request.

Applicants Signature: _____

Information below is for Official use only:

Request received: _____in person _____ by mail _____ by email _____ by fax

_____Request approved _____Request disapproved

Documents Released: _____

Approved by: _____ Date: _____

Request submitted to applicant via: _____ Mail _____Fax _____ Email _____ in person

_____ Number of Pages _____Requestor paid $_____ via _____ Cash/ _____ Check # _____/ _____M.O.

Name of Person who picked up information:

(Print)_____

(Sign): _____ Date: _____

_____PENDING AN OPINION FROM THE TEXAS ATTORNEY GENERAL'S OFFICE

_____ Date Sent to A.G. Office

OFFICIAL SIGNATURE: _____

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Record Request Payment Schedule

- Charge for Physical Copies of Requested Records:
  - **Each record requested of 50 pages or fewer requires a base payment of ----------$6.00**
  - Copies and/or printouts, standard and legal size of 50 pages or more ----------$.10/page
  - Oversize paper copy ----------$.50/page
  - Specialty Paper (map)----------$1.50/page
  - Labor charge ----------$15/hr.
    (Applies solely to paper record requests of 50 pages or greater)
  - Specialty Paper (mylar, blueprint) ----------$Actual Cost
  - Postage ----------$Actual Cost

- Charge for Electronic Copies:
  - Diskettes/CD's ----------$1.00
  - DVD ----------$3.00
  - Flash drive ----------$Actual Cost
  - Body Worn Camera Recording---------- $10 per recording + $1 per full minute, if first time release
  - Labor charges for locating, compiling, manipulating data, reproducing, and if necessary, redacting confidential information ----------$15/hr.

Please make all checks and money orders payable to:

The City of Rice