

**PUBLIC INFORMATION CHARGES
WORKSHEET**

	<u>Number</u>	<u>Cost</u>
Standard-size paper copies (estimated)	_____ @ \$0.10/per page	\$ _____
Nonstandard-size copies:		
Diskette	_____ @ \$1.00 each	\$ _____
VHS Video Cassette	_____ @ \$2.50 each	\$ _____
Audio Cassette	_____ @ \$1.00 each	\$ _____
Paper (oversized)	_____ @ \$0.50/per page	\$ _____
Personnel Charges (estimated)	_____ @ \$15.00/per hour	\$ _____
Overhead Charges (20% of total personnel charge)	_____ x 20%	\$ _____
Postage/Shipping Charge (actual cost)		\$ _____
Other charges as outlined below:		\$ _____
_____		\$ _____
_____		\$ _____
		\$ _____
TOTAL ESTIMATED CHARGES		\$ _____

Note: Sales tax is not applicable on public records.

[For City of Kaufman Use Only.]

Received by:

Initials	Date	Dept. Head	Date
_____	_____	_____	_____
City Secretary's Signature	Date Approved		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
*City Manager's Signature	Date Approved		

***All Open Records Requests must be approved by the City Manager before the information is released.**

Completed by:

_____	_____	<input type="checkbox"/> Mailed	<input type="checkbox"/> Picked Up	<input type="checkbox"/> Faxed
Date	Signature	(Check appropriate box.)		

If Request is picked up:

_____	_____
Date Picked Up	Signature of Person Picking Up Request