



Open Records Request Form

TexAmericas Center accepts Open Records Requests in any legible written format delivered or mailed to:

**TexAmericas Center
107 Chapel Lane
New Boston, TX 75570
ATTN: Scott Norton-Public Information Officer**

*Make a copy of the form for your records. Call 903-223-9841 for questions about your request.
Please put your request in written form and deliver or mail to the above address.

Please input your contact information below. Required fields are marked with an asterisk (*).

* Name _____

* Mailing Address _____

* City _____ * State _____ * ZIP Code _____

E-Mail Address _____

Do you prefer electronic versions of documents when available Y or N?

Phone Number _____ Fax Number _____

***Please provide details of your request:**

FEE SCHEDULE

Copy charge

Standard paper copy: The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.10 per page or part of a page. Each side that has recorded information is considered a page. Copies are made at a rate of \$15.00, plus a 20% overhead fee for total labor cost.

Nonstandard copy: The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor that may be associated with a particular request.

The charges for nonstandard copies are:

- (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 (e.g.: 11 X 17, greenbar, bluebar, not including maps and photographs using specialty paper--See also §70.9 of this title)--\$.50;
- (M) Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic--actual cost.

Specialty Labor charges: If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.

- (1) The hourly charge for a programmer is \$28.50 an hour. Only programming services shall be charged at this hourly rate.