

INFORMATION REQUEST

Open Case

Closed Case

THIS SECTION TO BE COMPLETED BY REQUESTER:

REQUEST FOR INFORMATION HELD BY THE ODESSA POLICE DEPARTMENT MUST BE MADE IN WRITING. VERBAL REQUESTS FOR INFORMATION WILL NOT BE HONORED.

YOUR NAME: \_\_\_\_\_

YOUR MAILING ADDRESS & ZIP \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

CASE NUMBER: \_\_\_\_\_

BE SPECIFIC ON WHAT YOU ARE REQUESTING \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU DO NOT KNOW THE CASE NUMBER, PLEASE ANSWER AS MANY OF THE FOLLOWING QUESTIONS AS YOU CAN:

DATE OF OCCURRENCE: \_\_\_\_\_

LOCATION OF OCCURRENCE: \_\_\_\_\_

PARTIES INVOLVED: \_\_\_\_\_  
YOU MAY EITHER LEAVE THIS REQUEST WITH THE ODESSA POLICE DEPARTMENT RECORDS UNIT  
AT 205 N GRANT, ODESSA, TX 79761 OR FAX IT TO (432) 335-4966

DO NOT WRITE IN THIS SPACE: RELEASE INFORMATION ONLY

CIB LIEUTENANT: \_\_\_\_\_  
SIGNATURE RELEASE YES NO \_\_\_\_\_  
DATE

TRAFFIC: \_\_\_\_\_  
SIGNATURE RELEASE YES NO \_\_\_\_\_  
DATE

G  JV  JS  CV  SA

LEGAL ADVISOR: \_\_\_\_\_  
SIGNATURE RELEASE YES NO \_\_\_\_\_  
DATE

ID VERIFIED BY: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE

REQUESTOR: \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE

# Texas Public Information Act Request Charges<sup>1</sup>

Item	Qty.	Charge	Calculated Cost
<b>(1) Standard Paper Copy</b>		\$0.10 per page	
<b>(2) Nonstandard-size Copy:</b>			
(A) Diskette		\$1.00 each	
(B) Magnetic Tape		@ actual cost	
(C) Data Cartridge		@ actual cost	
(D) Tape Cartridge		@ actual cost	
(E) Rewritable CD (CD-RW)		\$1.00 each	
(F) Non-rewritable CD (CD-R)		\$1.00 each	
(G) Digital Video Disc (DVD)		\$3.00 each	
(H) JAZ Drive		@ actual cost	
(I) Other Electronic Media		@ actual cost	
(J) VHS Video Cassette		\$2.50 each	
(K) Audio Cassette		\$1.00 each	
(L) Oversize paper (e.g. 11"x17"; greenbar; bluebar; not including maps and photo using special paper)		\$0.50 per page	
(M) Specialty Paper (e.g. Mylar, blueprint, blue-line, map, photogenic)		@ actual cost	
<b>(3) Labor Charge:</b>			
(A) For programming		\$28.50 per hour	
(B) For locating, compiling and reproduction		\$15.00 per hour	
<b>(4) Overhead Charges (20% of labor charges)</b>		x .20	
<b>(5) Microfiche or Microfilm Charges</b>			
(A) Paper Copy		\$0.10 per page	
(B) Fiche or Film		@ actual cost	
<b>(6) Remote document retrieval charge</b>		@ actual cost	
<b>(7) Computer Resource Charges:</b>			
(A) Mainframe		\$10.00 per CPU minute	
(B) Midsize		\$1.50 per CPU minute	
(C) Client / Server System		\$2.20 per clock hour	
(D) PC or LAN		\$1.00 per clock hour	
<b>(8) Miscellaneous Supplies</b>		@ actual cost	
<b>(9) Postage and Shipping Charge</b>		@ actual cost	
<b>(10) Photographs (in accordance with 1 TAC §70.9(5))</b>		@ actual cost	
<b>(11) Maps (in accordance with 1 TAC §70.9(4))</b>		@ actual cost	
<b>(12) Other Costs</b>		@ actual cost	
<b>(13) Outsourced / Contracted Services (may not include development costs)</b>		@ actual cost	

<sup>1</sup> Source: 1 TAC §70.10