

OFFICE OF
SHERIFF UPSHUR COUNTY



PUBLIC INFORMATION REQUEST

GOVERNMENT CODE CHAPTER 268, SECTION 552

The charge for open records is .10¢ per page plus \$15.00 per hour (if applicable) for employee
time. Other charges may apply which will depend on the scope of your request. The total cost is

Unknown until all processing of public records requested is complete.

We accept Cash, Cashier's Check or Money Order **(NO Debit/Credit Cards or Personal Checks)**.

DATE REQUESTED : _____

NAME OF REQUESTOR : _____

ADDRESS OF REQUESTOR {Include City and Zip Code}: _____

DAYTIME PHONE NUMBER: _____

INFORMATION REQUESTED (Please check one or more of the following if case number is known please put it on the line provided):

CASENUMBER _____

___JAILBOOK IN/OUT SHEETS _____

___OTHER INFORMATION (Be specific in what you need):

APPROVED BY: _____ RELEASED BY: _____ RELEASED TO: _____

NOTE: This form is strictly voluntary. Requestor may choose to provide his/her own written request.

Upshur Co. Public Information Records Charges



Date:

Description of Information:

Name of Person/Agency Requesting Information:

Address:

Telephone Number:

	Quantity		Total
Standard Size Paper Copies		(@) \$.10 per page	\$
Oversized paper copies		(@)\$.50 per page	\$
Non Standard Copies:			
Digital Video Disk (DVD)		(@) \$3.00 each	\$
Non-rewritable CD (CD-R)		(@) \$1.00 each	\$
Re-writable DC {CD-RW}		(@) \$1.00 each	\$
Other		(@)actual cost	\$
labor			
Personnel Charges		(@) \$15.00 hour	\$
Overhead Charges		(@)X 20%	\$
Postage/Shipping Charges		(@)actualcost	\$
E-mail		(@) \$.10 per page	\$
Fax Charges			
Local		(@) \$0.10 per page	\$
Long Distance/same area code		(@) \$0.10 per page	\$
Long Distance/other area code		(@) \$1.00 per page	\$
Toll Free		(@) \$0.10 per page	\$
TOTAL CHARGES			\$

*** Cash, Money Order or Cashier's Check should be made payable and mailed to:

Form authorized in compliance with the Public Information Act, Texas Government Code 552.301 and 1TAC Ch.70.

Inquiries and complaints should be forwarded to the attention of Chief David Hazel 903-843-2541