



OPEN RECORDS REQUEST

CITY OF LANCASTER, TEXAS



I, _____, do hereby request the following records
Name of Requester (PLEASE PRINT)

Incident Type (circle one): FIRE POLICE PUBLIC **Incident Date:** _____
(You must provide a date range if uncertain of the exact date)

Incident Address: _____

Incident Details: _____

SIGNATURE _____

DATE _____

STREET ADDRESS _____

TELEPHONE NUMBER _____

CITY STATE ZIP CODE

EMAIL ADDRESS _____

CHECK ALL THAT APPLY:

- I request documents to be emailed to me
- I request an estimated cost for this request
- I request paper copies for pick up

A fee schedule is printed on opposite page of this form. Emailing or viewing the documents instead of requesting reproduction copies typically eliminates fees. Please bring exact change if paying in cash at the Public Safety Building. Administration Offices do not maintain a cash drawer.

Requester's Signature of **Receipt** _____

Retrieval Date _____

DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY

Cost: _____ Date Completed: _____

Date Requester Notified: _____ Date Records Retrieved: _____

All medical records requests are now processed solely by Emergicon. Call 972-602-2060 Ext. 475 or 1-877-602-2060. You may visit the Emergicon website at www.emergicon.com for additional information.

All attorney requests are processed by Chartswap via website: www.chartswap.com - Enter the EMS Service as the Provider.

You may email the completed form for POLICE/FIRE requests to records@lancaster-tx.com or fax to (972) 218-2790. You may also deliver the form in-person to the Records Division or via USPS mail to City of Lancaster, Records Division at the Public Safety Building, 1650 North Dallas Avenue in Lancaster, Texas 75134. For questions, contact the Record's Office at (972) 218-2701.

For Public Information requests, email the form to citysecretary@lancaster-tx.com. For questions, contact the City Secretary's office at (972) 218-1310.

The on-line city portal to submit Open Records Requests: <http://www.lancaster-tx.com/1110/Open-Records-Request>

**CITY OF LANCASTER
OPEN RECORDS FEE SCHEDULE**

| <u>SERVICE RENDERED</u> | <u>CHARGES</u> |
|---|-------------------------|
| 1. Standard Paper Copy | \$0.10 per page |
| 2. Nonstandard Copy: | |
| (A) Email delivery | FREE |
| (B) Other electronic media | Actual cost |
| (C) Oversize paper copy | \$0.50 per page |
| (D) Specialty paper | Actual cost |
| (Mylar, Blueprint, Blueline, Map, Photographic) | |
| 3. Computer Resource Charge | |
| (A) Mainframe | \$10 per minute |
| (B) Midsize | \$1.50 per minute |
| (C) Client/Server | \$2.20 per clock hour |
| (D) PC or LAN | \$1.00 per clock hour |
| 4. Other Public Information Charges | |
| (A) Computer Programmer | \$28.50 per hour |
| (B) Personnel Charge (50 or more Pages) | \$15.00 per hour |
| (C) Overhead Charge (50 or more Pages) | 20% of personnel charge |
| (D) Remote Document Retrieval Charge | Actual cost |
| (E) Miscellaneous Supplies (labels, boxes) | Actual cost |
| (F) Postage and Shipping Charge | Actual cost |
| (G) Miscellaneous (credit card transaction fee) | Actual cost |
| 5. Certified or Attestation under City Seal | \$2.50 |
| 6. Police Department Accident Report | \$6.00 |