



SCHERTZ-CIBOLO-UNIVERSAL CITY ISD Request for Public Records

In accordance with policy GBA and the Public Information Act, I hereby request that copies of the following records of the District be made available for my inspection or duplication. I agree to pay the duplication costs at the rate adopted by the Board (see attached Guidelines for Copy Charges).

Date: _____

Name of Requestor: _____

Address: _____

City/State/ Zip: _____

Phone: _____ Email (optional): _____

Please list the requested documents in the space provided below or attach another sheet:

Please indicate which option is preferred, once the request is fulfilled: Inspection only Duplication

If duplication is preferred, please indicate delivery/receipt method: Mail Pickup Email

This form should be submitted to:

SCUCISD

Attention: Communications Specialist

1060 Elbel Road

Schertz, TX 78154

Email: publicinfo@scuc.txed.net

Phone: (210) 945-6232

Fax: (210) 945-6292

Please allow ten business days to process your request. You will receive a written estimate of the charges associated with this request, if applicable, before the request is processed.

SCHERTZ-CIBOLO-UNIVERSAL CITY ISD

Guidelines for Copy Charges

The charges in this section, to recover costs associated with providing copies of public information, are based on estimated average costs to governmental bodies across the state. When actual costs are 25 % higher than those used in these rules, governmental bodies other than agencies of the state may request an exemption in accordance with 1 TAC 111.64.

Copy charges are as follows:

1. Standard-paper black & white copy reproduced by means of an office machine copier or a computer printer or part of a page. Each side that has recorded information is considered a page.....\$.10

2. Nonstandard-size copies:

- a. Diskette \$1.00
- b. Magnetic tape actual cost
- c. Data cartridgeactual 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”, not including maps and photographs using specialty paper) \$.50
- m. Specialty paper (e.g., blueprint, blueline, map, photographic) actual cost

3. Personnel Charges:

- a. Programming services will be charged if a particular request requires a programmer to execute an existing program or to create a new program so that requested information may be accessed and copied.
..... \$28.50/ hour
- b. Labor costs incurred in processing a request for public information. The labor charge includes the actual time to locate, compile, and reproduce the requested information. (This fee is assessed if number of copies exceeds 50 or if fewer than 50 copies are located in more than one building or a remote storage facility.).....\$15.00/ hour

When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information.

- 4. Overhead charges- direct or indirect costs in additional to specific labor charge.....20% of the charge
- 5. Microfiche and microfilm (if a master copy is maintained)\$.10 per standard-size page in addition to labor and overhead charge for more than 50 copies
- 6. Postage & Shipping.....actual cost
- 7. Miscellaneous supplies – labels, boxes, and other supplies.....actual cost

Other charges may apply in accordance with 1 TAC 111.64

Rev. 10- 2011

Source: SCUCISD Board Policy, GBAA (EXHIBIT) Information Access: Requests for Information