

**CITY OF LITTLEFIELD
OPEN RECORDS REQUEST FORM**

REQUESTOR: _____ **DATE:** _____

ADDRESS: _____ **PHONE:** _____

RECORDS REQUESTED	
RECORD TITLE (Please be as specific as possible - list each record separately - attach additional sheets if necessary)	INCLUSIVE DATE(S)
1.	
2.	
3.	

***If requesting Police Department records, will "front-page" or "basic" information satisfy your request for information?** Yes No (See reverse for list of basic information)

Signature of Requestor

Employee Receiving Request

Date Received: _____

Janine Butler, City Secretary

FOR DEPARTMENTAL RECORDS USE	
Researched by: _____	Time spent: _____
Amount charged to requestor: _____	Date mailed: _____
Signature of person picking up records: _____	Date picked up: _____

Copy of Request Forwarded To: _____

Basic Information

Section 552.108(c) of the Public Information Act provides that basic information about an arrested person, an arrest, or a crime is not excepted from required public disclosure. The kinds of basic information not excepted from disclosure by section 552.108 are those that were deemed public in *Houston Chronicle Publishing Co. v. City of Houston* and catalogued in Open Records Decision No. 127 (1976). Basic information is information that ordinarily appears on the first page of an offense report and in other records of law enforcement agencies relating to arrest such as:

- (a) the name, age, address, race, sex, occupation, alias, and physical condition of the arrested person;
- (b) the date and time of the arrest;
- (c) the offense charged and the court in which it is filed;
- (d) the details of the arrest;
- (e) booking information;
- (f) the notation of any release or transfer;
- (g) bonding information;
- (h) the location of the crime;
- (i) the identification and description of the complainant;
- (j) the premises involved;
- (k) the time of occurrence of the crime;
- (l) the property involved, if any;
- (m) the vehicles involved, if any;
- (n) a description of the weather;
- (o) a detailed description of the offense; and
- (p) the names of the arresting and investigating officers.

Generally, the identity of the victim or complainant may not be withheld from disclosure under Section 552.108. However, information tending to identify victims of serious sexual offenses must be withheld from public disclosure pursuant to section 552.101 because such information is protected by common-law privacy.

LIST OF PUBLIC RECORDS CHARGES

ITEM OR SERVICE	NUMBER	CHARGE	TOTAL
Standard Copy (8 ½ x 11 or smaller) (Each side of copy that has recorded information is considered a page)	_____	.12¢ per copy	\$ _____
Standard Copy (11 x 17 or larger) (Each side of copy that has recorded information is considered a page)	_____	.50¢ per copy	\$ _____
Other Nonstandard Formats:			
Diskette (3 ½ x 5 ½)	_____	\$1.00 each	\$ _____
VHS tape	_____	\$2.50 each	\$ _____
CDR or CDRW	_____	\$1.00 each	\$ _____
DVD	_____	\$3.00 each	\$ _____
Other	_____	actual cost	\$ _____
Personnel Charge-programming	_____	\$28.50 per hour	\$ _____
Other Personnel (does not apply to 50 or less paper copies)	_____	\$15.00 per hour	\$ _____
Computer Resource Charge Midsize	_____	\$1.50 per minute	\$ _____
Miscellaneous Supplies	_____	actual cost	\$ _____
Postage & Shipping charge	_____	actual cost	\$ _____
Other Costs	_____	actual cost	\$ _____
TOTAL DUE			\$ _____

Texas Administrative Code Title 1, Part 3, Chapter 70, Rule §70.3

