



Slaton Police Department

Records Division

175 N. 8th Street Slaton, Texas 79364
Phone: (806) 828-2020 Fax: (806) 828-2023
pdrecords@cityofslaton.com

OPEN RECORDS REQUEST

If you wish to obtain a copy of the requested information you may be required to pay \$.10 per page for the standard paper copies. Information copied onto non-standard size paper, CD's, flash drives, and photographs will require additional charges. I also agree to pay for costs of photocopying, duplication, the labor costs involved in retrieving information that is not readily available or in need of redacting, and cost of mailing. Accident reports will be required to pay \$6. You may request a copy of an Accident report online at:

<https://cris.dot.state.tx.us/public/Purchase/app/home>

Pursuant to the Public Information Act, Texas Government Code, Section 552, I hereby request the following information currently existing in the records of the Slaton Police Department, Slaton, TX

The person filling out the request: (PLEASE PRINT)

Today's Date: _____

Name: _____ Email: _____

Business or Agency: _____

Address: _____ Phone: _____

Report Information:

Case #: _____ Date incident occurred: _____

Needing records from this time frame: _____

Address this occurred: _____

Names of subjects: _____

Indicate if you want the Report:

_____ Made available to me for examination only. The custodian may schedule an appointment within a reasonable time for examination.

I understand that I must complete my examination within 10 days after the date the records are available to me.

_____ Mailed to me at the address indicated above.

_____ Picked up by me or my representative when you advise the information ready.

_____ Faxed to me at _____

In making this request I understand that the Slaton Police Department is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released only in accordance with the Public Information Act, which may require determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Slaton Police Department has **10 BUSINESS DAYS** in which to request such determination.

NON-PUBLIC INFORMATION: The following information is never public information and will not be released to the public (but, it may be released to the individual to whom it belongs): date of birth, Social security number, driver's license number, vehicle license plate number, VIN number, and financial account numbers.

Requestor's Signature:

Date:

THIS SIDE TO BE COMPLETED BY CITY PERSONNEL ONLY:

DATE CITY RECEIVED:	DATE CITY RESPONDED:
DATE PICKED UP IF APPLICABLE:	PAYMENT INFORMATION:

CHARGES PER ITEM:	NUMBER:	TOTAL:
Standard-Size:		
Paper Copies (up to 8 ½ x 14)	_____ @ \$.10/page	\$ _____
Motor Vehicle Accident Report:	_____ @ \$6.00/each	\$ _____
Nonstandard-Size:		
Diskette	_____ @ \$1.00/each	\$ _____
Rewritable CD (CD-RW, R)	_____ @ \$1.00/each	\$ _____
Other Electronic Media (Actual Cost)	_____ @ \$___/each	\$ _____
Specialty Paper (Actual Cost)	_____ @ \$___/page	\$ _____
Photographs (Actual Cost)	_____ @ \$___/each	\$ _____
Other Charges: _____	_____ @ \$___/_____	\$ _____
Labor Charge:		
For Programming:	_____ @ \$___/_____	\$ _____
For Locating, compiling, reproducing, and redacting (More than 50 pages)	_____ @ \$___/_____	\$ _____
Postage/Shipping Charges:	Actual Cost	\$ _____
TOTAL CHARGES: (No Sales Tax)		\$ _____