



City of Humble

OFFICE OF THE CITY SECRETARY
JASON STUEBE

114 WEST HIGGINS • HUMBLE, TEXAS • 77338 • (281) 446-3061 • FAX (281) 446-7843

PUBLIC INFORMATION REQUEST FORM

DATE OF REQUEST: ____ / ____ / ____

NAME: _____

ADDRESS: _____

PHONE: (____) _____

EMAIL: _____

DESCRIPTION OF RECORDS REQUESTED

SIGNATURE

RECEIVED BY:

Fees may be charged as applicable as allowed by Law. Please see Public Records Fee Schedule.

CITY OF HUMBLE PUBLIC RECORDS REQUEST FEE SCHEDULE

Information Type	Details	Cost
I. Standard-size paper	Up to 8 1/2" x 14"	\$0.10 per page
II. Nonstandard size-copy		
(a)	Paper copy 11" x 27"	\$0.50 each
(b)	Diskette	\$1.00 each
(c)	Magnetic tape	Actual Cost
(d)	Data Cartridge	Actual Cost
(e)	Tape Cartridge	Actual Cost
(f)	VHS Video Cassette	\$2.50 each
(g)	Audio Cassette	\$1.00 each
(h)	Mylar	Actual Cost
(i)	Blueline/Blueprint Paper	Actual Cost
(j)	DVD	\$3.00 each
(k)	CD-R or CD-RW	\$1.00 each
III. Personnel charge		
(a)	Programming personnel	\$28.50 per hour
(b)	Other personnel	\$15.00 per hour
<i>*Labor shall not be billed for requests that are 50 or fewer pages unless it is determined that documents are located in two separate buildings or at a remote storage facility.</i>		
IV. Overhead charge		20% of personnel charge
V. Micro Fiche/Film		Actual Cost
VI. Remote document retrieval charge		Actual Cost
VII. Computer resource charge		
(a)	Mainframe	\$10.00 per minute
(b)	Midsized	\$1.50 per minute
(c)	Client/Server	\$2.20 per hour
(d)	PC or Lan	\$1.00 per hour
VIII. Miscellaneous supplies		Actual Cost
IX. Postage & shipping charge		Actual Cost
X. Photographs		Actual Cost

Estimates may be requested before ordering copies of the documents/records requested.

If the city determines that compiling or photocopying the requested documents/records will exceed \$40.00 in charges, a written estimate of charges will automatically be generated and provided to requestor.

Requestor must respond to the estimate of charges within ten (10) days, in writing, informing the city whether the charges are accepted - otherwise the request for information will be deemed withdrawn.