



Seagoville Police Department  
 600 N Hwy 175  
 Seagoville, TX 75159  
 972-287-2999, Fax 972-287-2917  
 www.seagoville.us



## Rights of Requestor

You have the right to:

- Prompt access to information that is not confidential or otherwise protected;
- Received treatment equal to all requestors, including accommodation in accordance with the Americans with Disabilities Act (ADA) requirements; Receive certain kinds of information without exceptions, like the voting of public officials, and other information;
- Receive a written statement of estimated charges, when charges will exceed \$40, in advance of work being started and opportunity to modify the request in response to the itemized statement;
- Choose whether to inspect the requested information (most often at no charge), receive copies of the information or both;
- A waiver or reduction of charges if the governmental body determines that access to the information primarily benefits the general public;
- Receive a copy of the communication from the governmental body asking the Office of the Attorney General for a ruling on whether the information can be withheld under one of the accepted exceptions, or if the communication discloses the requested information, a redacted copy;
- Lodge a written complaint about overcharges for public information with the Office of the Attorney General. Complaints of other possible violations may be filed with the county or district attorney of the county where the governmental body, other than a state agency, is located. If the complaint is against the county or district attorney, the complaint must be filed with the Office of the Attorney General.

### Procedures to Obtain Information

- ✓ Submit a request by mail, fax, e-mail or in person according to a governmental body's reasonable procedures.
- ✓ Include enough description and detail about the information requested to enable the governmental body to accurately identify and locate the information requested.
- ✓ Cooperate with the governmental body's reasonable efforts to clarify the type or amount of information requested.

### Cost of Records

Standard paper copy (front/back \$.20) -- \$ .10 p/page  
 Nonstandard copy:

- |                                                                                                                    |    |               |
|--------------------------------------------------------------------------------------------------------------------|----|---------------|
| A. Diskette                                                                                                        | -- | \$1.00 each   |
| B. Magnetic Tape                                                                                                   | -- | actual cost   |
| C. Data Cartridge                                                                                                  | -- | actual cost   |
| D. Tape Cartridge                                                                                                  | -- | actual cost   |
| E. Non-rewritable CD                                                                                               | -- | \$1.00 each   |
| F. Digital Video Disc                                                                                              | -- | \$3.00 each   |
| G. Other electronic media                                                                                          | -- | actual cost   |
| H. VHS videocassette                                                                                               | -- | \$2.50 each   |
| I. Audio cassette                                                                                                  | -- | \$1.00 each   |
| J. Oversize paper copy (e.g. 11"x17", greenbar, bluebar, not including maps and photographs using specialty paper) | -- | \$ .50 p/page |
| K. Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic)                                           | -- | actual cost   |

Programming Labor Charge -- \$28.50 per hr  
 Labor Charge for locating, compiling, and reproducing public Information. -- \$15.00 per hr

**Additional costs may apply for other associated fees.**

Requestor's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **-Public Information Records Requested-**

**Note:** The Public Information Act is very lenient in what it considers publication information; however, the "Act" does not require nor does time permit this office to do general research, **so please be very specific in your request.**

### Description of Records Being Requested

Report/Case #: \_\_\_\_\_  
 Location of Incident: \_\_\_\_\_  
 Date/Time of Incident: \_\_\_\_\_  
 Involved Person(s): \_\_\_\_\_  
 I am requesting the following information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Information to be released:

- If the information cannot be produced within 10 working days the public information officer will notify you in writing of the reasonable date and time when it will be available.
- Information that may be withheld due to an exception of the referral by the Office of the Attorney General; your request will be referred within 10 business days. The Office of the Attorney General must issue a decision no later than the 45th working day from the day after the attorney general received the request for a decision.

Requestor Signature: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

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### Public Information Records-keeper Authority:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Released by: \_\_\_\_\_ Date: \_\_\_\_\_

Disposition Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Request can be emailed to: [records@seagoville.us](mailto:records@seagoville.us) , or mail to:  
 Seagoville Police Department, Records Section, 600 N Hwy 175, Seagoville, TX  
 75159, or faxed to: 972-287-2917