



Received by: _____
Date received: _____
Date completed: _____

Amount charged: _____
Explanation of fees:

1000 N. Old Betsy Rd., Cleburne, TX. 76031

publicinfo@keenetx.com (817)641-3336 Fax (817) 556-2060

Request for Information:

Name: _____ Address: _____

City/State/ZipCode: _____

Daytime Phone# or email: _____

Information Requested: Please be specific and give details.

Your request will be handled promptly; however, due to the time that is required to research and copy information, the City may take up to ten (10) days to furnish a response to your request (Public Information Act).

Fees for Copies and Research not associated with a Police Report or Accident Report. Subchapter F of the Public Information Act, sections 552.261 through 552.275.

- \$0.10 per page for standard-sized paper copy (8½" x 11" or 8½" x 14") for 50 pages or less.
- \$0.85 for the first page and \$0.15 per page for more than 50 pages on standard size paper copy. Postage and shipping charges are actual cost.
- Fax charges: local - \$0.10 per page; long distance, same area code - \$0.50 per page; long distance, different area code - \$1.00 per page.
- Research/labor time: \$15.00 per hour; Overhead charge : 20% of research/labor charge.
- Disc/CD - \$1.00
- Thumb drive – actual cost

Police Report or Accident Report:

- \$6.00 for any **accident** report
- \$0.10 per page for **police incident** reports
- Disc/CD of **Body Worn Camera footage** - \$10.00 and \$1.00 per minute **of footage** on disc/cd.

Requirements for requests of Body Worn Camera footage can be found in Texas Occupations Code Section

1701.661. Accident/Crash reports can be found online at <https://cris.dot.state.tx.us/public/Purchase/>