

Austin County Sheriff's Office Public Information Records Production Fee Schedule and Procedures

THIS DOES NOT APPLY TO ACCIDENT REPORTS

The Austin County Sheriff's Office will accept record requests from the public via:

- 1) Mailed to Austin County Sheriff's Office
Attention Rikki Vacek
417 N. Chesley St
Bellville, TX 77474
- 2) Faxed to: 979-865-8271
- 3) Emailed to: rikkiv@austincountyso.org

Austin County Sheriff's Office personnel will review your request to determine the level of production required.

If your request involves only the production of 50 or fewer paper pages, you will be charged \$0.10 per page plus postage.

OTHERWISE – see fee schedule below:

Potential fees for all other requests

Reproduction of records (51 or more pages)

1. \$0.10 per copy

Electronic Media

1. CD-R/CD-RW - \$1.00 each disc
2. DVD - \$3.00 each disc
3. Thumb/flash drive – based upon current retail cost

Labor

\$0.25 per number of minutes required to complete entire request

Overhead

20% of total labor charge

First-class postage

U.S Postal Service or private carrier – actual cost.

You will be contacted via email concerning the cost associated with your request.

NOTE TO REQUESTOR – If a request to produce records will exceed \$40.00, the Austin County Sheriff's Office will mail a Cost Estimation Letter to the requestor. The requestor will have ten (10) business days to:

1. Accept the charges

2. Modify the request
3. Have sent to the Open Records Division or the Office of the Attorney General a complaint alleging that you (requestor) are being overcharged for the information you have requested.

Your request will be considered automatically withdrawn if you do not notify us in writing within ten (10) business days from the date you receive the estimate, as to your intentions.

If actual reproduction expenses exceed the estimate by 20% or less, requestor agrees to pay these charges. If actual reproduction expenses exceed the estimate by 21% or greater, an updated Cost Estimate Letter will be sent to the requestor. The requestor will have ten (10) business days to:

1. Accept the charges
2. Modify the request
3. Have sent to the Open Records Division or the Office of the Attorney General a complaint alleging that you (requestor) are being overcharged for the information you have requested.

Your request will be considered automatically withdrawn if you do not notify us in writing within ten (10) business days from the date you receive the updated estimate, as to your intentions.

Payments

Record production will begin upon receipt of payment. Payments will be made by either certified cashier's check or money order issued to: **Austin County**

Mailed to:

**Austin County Sheriff's Office
Attention Sgt. Donald P. Darracq
417 N. Chesley St.
Bellville, TX 77418**

All procedures and fee schedules are designed to comply with the Texas Attorney General, published rules and regulations

Open Records Request

Date: _____

To: Austin County Sheriff's Office, Records

Pursuant to the Texas Open Records Act, I am requesting the following:

- Incident Report
- Accident Report
- Immigration Clearance Letter
- Work "Good Guy" Letter

Please provide a copy of a report for the above that occurred on _____
at the address _____ in _____, TX.

Names and DOB of other parties involved: _____

Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

Information Provided
(Austin County Sheriff's Office use only)

Incident / Report #: _____

Description of Forms / Items Released:

___ Accident Report ___ \$10 Charge for Accident Report

___ Incident Report ___ You will be notified of cost

Provided By: _____ Date: _____

Via *in person* *mail*