



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**

<b>Information Type</b>	<b>Details</b>	<b>Cost</b>
<b>I. Standard-size paper</b>	Up to 8 1/2" x 14"	\$0.10 per page
<b>II. Nonstandard size-copy</b>		
(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
<b>III. Personnel charge</b>		
(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>		
<b>IV. Overhead charge</b>		20% of personnel charge
<b>V. Micro Fiche/Film</b>		Actual Cost
<b>VI. Remote document retrieval charge</b>		Actual Cost
<b>VII. Computer resource charge</b>		
(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
<b>VIII. Miscellaneous supplies</b>		Actual Cost
<b>IX. Postage &amp; shipping charge</b>		Actual Cost
<b>X. Photographs</b>		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in writing, informing the city whether the charges are accepted - otherwise the request for information will be deemed withdrawn.*