



# Wise County Sheriff's Department

## OPEN RECORDS REQUEST

Document or media name and/or description (include as many descriptors as possible)			
Requested By		Phone	
Address (Street, City, State, Zip)		Phone	
<i>DO NOT WRITE BELOW THIS LINE</i>			
Locate: <input type="checkbox"/> Whole box <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> File/Report <input type="checkbox"/> Film-Optical <input type="checkbox"/> CD ROM		Location:	
Current Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> All contents <input type="checkbox"/> Items Missing <input type="checkbox"/> Damaged		DOCUMENTS READILY AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>CHARGES</b>			
Quantity	Description	Unit price	Cost
	Standard Size Copies (8.5 x 11)	\$ 0.10	
	Diskette or CD ROM	\$ 1.00	
	Computer Magnetic Tape	\$ 10.00	
	VHS Video Cassette	\$ 2.50	
	Audio CD	\$ 1.00	
	Paper Copy	\$ 0.50	
	Personnel Charge	\$ 15.00/hr	
	Overhead Charge (20% of personnel charge)		
	Document Retrieval Charge		
	Computer Resource Charge	\$ 1.00/minute	
	Programming Charge	\$ 26.00 / hr	
	Postage/Shipping		
	Other (describe)		
<b>TOTAL:</b>			<b>\$</b>

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