



OPEN RECORDS REQUEST

Contact Information

Your Name _____ Contact Number () _____

Mailing Address _____ City _____ Zip Code _____

Email Address _____

Charges / Estimate

\$0.10 per page, \$3.00 per DVD, \$15 per hour labor, overhead costs and shipping/mailling costs.

An estimate for your request will be provided to you. Confirmation that you accept the charges is required. Your request will be provided after payment has been received by the HTGCD office. The District is allowed 10 working days to complete your request after you accept the estimate. Copies or print outs that result in 50 pages or more, labor charges shall be assessed.

Request - Please be as specific as possible

District use only

Type of Request: Walk-in Phone Email Mail

Received by: _____ Date: _____ Time: _____

Prepared by: _____ Date: _____ Time: _____

Date Delivered: _____ Received by: _____

Emailed Mailed Picked Up