



NORTHEAST POLICE DEPARTMENT

"Serving Cross Roads and Krugerville"

Chief James Edland

100 Kruger Road, Krugerville, TX 76227 (940) 365-2029

WWW.NORTHEASTPOLICE.NET

Open Records Request

Date of Request: _____

REQUESTOR INFORMATION:

Name: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number(s): _____

INFORMATION REQUEST: *Be as specific as possible. Failure to provide specific information will result in the delay of fulfilling your request. Please provide all information you have concerning your request.*

In accordance with the Texas Public Information Act, I am requesting the following documents/records from the Northeast Police Department. I understand that I may either schedule a mutually acceptable time with the Northeast Police Department to review these documents in person or I may request these records be photocopied and mailed to me. I understand there may be a fee associated with my request. Copies will be ten cents (\$.10) per page for standard sized photocopies and additional charges for non-standard sized documents or for documents/records retained in another media. I understand the Northeast Police Department may charge for personnel time at the rate of \$18.00 per hour. Accident reports will be \$5.00 per report. I also understand I may be charged for shipping, postage and/or handling. **Active Records must exist; no compiling or creation of documents will be made.**

Do you wish to be notified of the estimated time for research? Yes _____ No _____

I understand I must respond to the estimate of charges within ten (10) days, in writing, to inform the Northeast Police Department whether I will accept the charges or my request for information will be deemed withdrawn.

Signature of Person Making Request: _____ Received By: _____

Date available for pickup: _____ Notified: _____ Cost: \$ _____

Copies picked up by: _____ Date: _____