



OPEN RECORDS REQUEST

Manvel Police Department
6615 N. Masters
Manvel, Texas 77578
(281) 489-1212
(281) 489-4401 Fax

Requestor _____ Date _____ Time _____
Email Address _____
Business/Agency _____
Address _____ Phone _____
City _____ State _____ Zip _____

I (WE), THE ABOVE NAMED INDIVIDUAL/BUSINESS, HEREBY REQUEST THE FOLLOWING INFORMATION BE PROVIDED UNDER AUTHORITY OF THE TEXAS OPEN RECORDS ACT, TEXAS GOVERNMENT CODE SECTION 552. I (WE) UNDERSTAND THAT A FEE(S) WILL BE CHARGED FOR THE SERVICES PROVIDED AND THAT THESE CHARGES FOLLOW ESTABLISHED CITY POLICY AND LAW.

INCIDENT / OFFENSE REPORT

Incident # _____ Date _____ (or) From _____ To _____
Name(s) of person(s) involved _____
Location or address of incident _____

ACCIDENT REPORT

TEXAS TRANSPORTATION CODE, SEC 550.065, REQUIRES THAT YOU PROVIDE US WITH AT LEAST TWO (2) OF THE FOLLOWING:

Date of accident _____ Name of driver involved _____
Location or address where accident occurred _____

STATISTICS REPORTS

WE WILL ATTEMPT TO PROVIDE YOU WITH THE INFORMATION YOU NEED USING AN EXISTING REPORT FORMAT. IF YOU REQUEST DATA THAT IS NOT NORMALLY COMPUTERIZED, IN A FORMAT THAT WILL REQUIRE COMPUTER PROGRAMMING TO PRODUCE, OR HISTORICAL DATA THAT REQUIRES US TO MAKE OFF SITE ARCHIVAL SEARCHES, YOU MAY BE REQUIRED TO PAY FOR THE ACTUAL COST INCUR. IN THE EVENT AN ADDITIONAL CHARGE MAY APPLY, WE WILL NOTIFY YOU BEFORE BEGINNING THE JOB.

Date range from _____ To _____ Location/Area _____
Describe the information you need _____

CLEARANCE LETTER

IN ORDER TO RECEIVE A CLEARANCE LETTER, ONE MUST PRESENT A PICTURE ID AND MUST APPEAR, IN PERSON, FOR THE REQUEST TO BE PROCESSED. THE INFORMATION WILL ONLY BE FOR THE CITY OF MANVEL, AND NOT, FOR THE STATE OF TEXAS.

Date of Birth _____ DL _____ SSN _____
Address _____

In making this request, I understand that the Manvel Police Department is under no obligation to create a document to satisfy my request or to comply with a standing request for information. I further understand that the information will be released in accordance with the Public Information Act, which may require a determination as to confidentiality by the Texas Attorney General prior to release. I further understand that the Manvel Police Department has ten (10) business days in which to request such a determination.

Signature: _____

DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY

Received by:	Date Received:	Processed by:
Request Completed by:	Date of Contact (Requester):	

FEES FOR OPEN RECORDS REQUESTS

CHARGES

Standard size paper copy	\$.10/page
Accident Reports	\$6.00/copy
Non-standard size paper copy (Up to 11"x17")	\$.50/page
Paper copy larger than 11"x17"	Actual Cost
Audio CD	\$2.00/CD
Microfiche paper copy	\$.10/page
Remote document retrieval charge	Actual Cost

Fax Charges

Local	No Charge
Long Distance (same area code)	\$.50/page
Long Distance (diff area code)	\$1.00/page

Postage

Postage	Actual Cost
Handling Fee (for all items mailed)	\$2.00
Clerical Time**	\$15.00/hour
Overhead (if clerical time is charged)	20%

**For productions of 50 copies or more, for retrieval off-site or if copying must be done off-site.

EXTERNAL REQUEST PROCEDURE

All information requests by the public for official documents from the Manvel Police Department should be directed through the Records Division. To request information please fill out the OPEN RECORD REQUEST FORM and submit it to the Records Department – Manvel Police Department at 6615 N. Masters Manvel, TX 77578. Every effort is made to supply this information as quickly as possible. If the information cannot be produced for inspection or duplication within the allotted amount of time after receipt of the request, the Department will certify in writing a reasonable time when the information is available.

PRODUCTION OF RECORDS

Records are normally available in paper form. The requestor will be notified when the records are available and to arrange for pick-up of the records from the Manvel Police Department.

Records consisting of more than ten (10) pages **cannot** be sent via fax. Faxes cannot be sent to long distance numbers unless the charges are prepaid.

Records can be sent by mail, provided the requestor prepays all charges, including postage and handling fee.

DENIAL OF INFORMATION

Under the Open Records Act and Public Information Act, there are a number of exceptions to the requirement that the public be granted access to any information maintained by a governmental body. You may contact our office for further information or contact the Texas Attorney General's website at:

<http://www.oag.state.tx.us/opinopen/opengovt.shtml>

ONLINE RETRIEVAL OF ACCIDENT REPORTS

Accidents can be retrieved online by going to the following url: <http://www.txdot.gov>