



**PERSHING COUNTY SHERIFF'S OFFICE**

**Public Records Request**

**Public Records Request Estimate to Produce Records**

Estimate Returned To:	
Name:	_____
Organization:	_____
Address:	_____
City, State, Zip:	_____
E-mail:	_____

Calculation (Research and Compile Fee is in Addition to all other Fees)	
<input type="checkbox"/> Research & Data Compiling Fee	\$25.00 per hour (Billed in ½ hour increments)
<input type="checkbox"/> Inspection of Records	\$25.00 per hour (Billed in ½ hour increments)
<input type="checkbox"/> Reports (Crime/Crash/Coroner)	\$15.00 each
<input type="checkbox"/> Online Reports (Crash only)	\$12.00 each
<input type="checkbox"/> Certified Local Records Check	\$15.00 each
<input type="checkbox"/> Photograph – CDROM/DVD	\$10.00 each
<input type="checkbox"/> Photograph – Print (8x10 only)	\$10.00 each
<input type="checkbox"/> Certified Documents Release	\$2.50 each document in addition to other fees
<input type="checkbox"/> Video – Disc (up to 4 GB)	\$10.00 each (no redaction required)
<input type="checkbox"/> Video – USB Storage (Up to 8 GB)	\$15.00 each (no redaction required)
<input type="checkbox"/> Video – USB Storage (> 8.1 GB)	Determined at time of production (no redaction required)
<input type="checkbox"/> Video – Redaction	\$40.00 per hour (Billed in ½ hour increments + above costs)
<input type="checkbox"/> Mailing	Packaging + USPS Actual Cost for Priority Service & Certified Return Receipt)

Estimate of Costs:	
_____	_____
_____	_____
_____	_____
_____	_____
Estimated Total Cost:	_____
<b><u>RIMS</u></b>	<b><u>VIDEO/AUDIO</u></b>
Date Completed: _____	Date Completed: _____
Completed By: _____	Completed By: _____
Records Found: _____	Records Found: _____
# of Records: _____	# of Records: _____
Estimated Compile and Processing Time: _____	Estimated Compile and Processing Time: _____
Estimated Total Cost: _____	Estimated Total Cost: _____

**Certified Document Cost:** # of Documents \_\_\_\_\_ X \$2.50 = \_\_\_\_\_

**Mailing Cost:** \_\_\_\_\_

Total Estimated Cost to Produce Requested Records: \_\_\_\_\_

Date Estimate Completed: \_\_\_\_\_