

ECCFWSD Charges for Providing COPIES of Public Information

Updated 06/08/04 These charges are from the Texas Administrative Code CH 111.C Rule 111.63

Copy Charge

Standard paper copy	\$.10 per pg
Non-standard copy	
Diskette	\$1.00
Magnetic tape	actual cost
Data cartridge	actual cost
Tape cartridge	actual cost
CD-RW	\$1.00
CD-R	\$1.00
DVD	\$3.00
JAZ drive	actual cost
Other electronic media	actual cost
VHS video cassette	\$2.50
Audio cassette	\$1.00
Oversize paper copy - (11x17, greenbar, bluebar, not including maps and photos using specialty paper)	\$0.50
Specialty paper - mylar, blueprint, map, photo	actual cost

Labor Charge for Programming

Hourly charge for programmer (includes fringe) \$28.50

Labor Charge for Locating, Compiling, and Reproducing Information

Charge for labor costs incurred in processing request (includes fringe). Chrg includes actual time to locate, compile and reproduce. \$15 hr

No charge can be billed for requests that are for 50 pgs or less unless documents are in:

- 2 or more separate bldgs not connected.
- a remote storage facility

No charge for any time spent by an attorney, legal assistant, or any other person who reviews requested information:

- to determine whether we will raise any exception to disclose requested info.
- to research or prepare a request for a ruling by attorney general

When confidential info is mixed with public info, a labor chg may be recovered for time spent to redact, blackout, or otherwise obscure confidential info. Request can not be charged for request of 50 or fewer pages.

If charge for providing public info includes cost of labor we shall comply with TX Govt Code, Chapter 552.261b

Overhead Charge

Charge shall not be made for requests of 50 or fewer pages. 20%

Charge shall be computed at 20% of the chrg made to cover any labor costs associated with a particular request. EX. Labor for compiling\$15x.20=\$3.00

Microfiche and Microfilm Charge

If info exists on microfiche/microfilm

actual cost

If only master copy is maintained - must make more than 50 copies before chg

\$0.10

Remote Document Retrieval

If information is stored at a remote storage location, it is permissible to recover costs of such services for requests that qualify for labor charges.

actual cost

If we have a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed records, no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel.

Computer Resource Charge

Utilization charge for computers based on amortized cost of acquisition, lease, operation, and maintenance of computer resources. Charge made to recover is the actual time the computer takes to execute a particular program times the applicable rate. EX. mainframe, 20 seconds, $\$10/3=\3.33 or $\$10/60 \times 20=\3.33

Type of System:

- Mainframe
- Midsize
- Client/Server
- PC or LAN

\$10 per CPU minute

\$1.5 per CPU minute

\$2.20 per clock hour

\$1.00 per clock hour

Miscellaneous Supplies

Actual cost of supplies, such as labels, boxes, and other supplies used may be added to total charge

actual cost

Postal and Shipping Charges

May add any related postal or shipping expenses

actual cost

Sales Tax

Sales tax shall not be added on charges for public information

N/C