

OPEN PUBLIC RECORDS ACT

A. PFD Customary Charges Guideline

In accordance with the General Services Commission under Government Code, Chapter 552, Subchapter F, (the Public Information Act) the following guideline of accepted customary charges will be allocated to all information requests of open public records.

SUBCHAPTER F. CHARGES FOR PROVIDING COPIES OF PUBLIC INFORMATION

§ 552.261. Charge for Providing Copies of Public Information

(a) The charge for providing a copy of public information shall be an amount that reasonably includes all costs related to reproducing the public information, including costs of materials, labor, and overhead. If a request is for 50 or fewer pages of paper records, the charge for providing the copy of the public information may not include costs of materials, labor, or overhead, but shall be limited to the charge for each page of the paper record that is photocopied

B. The following charges will be applicable for all provided information:

1. **Standard Copies** - 10 cents per page, or 15 cents for double sided copies.
2. **Personnel Charge** - \$15.00 per hour / \$25.00 minimum for more than 30 minutes of activity.
3. **Overhead Charge** - A 20% overhead charge for requests of over 50 pages will be applicable.
4. **Computer Resource Charge** - A base charge of \$5.00 will be charged for each task.
5. **Miscellaneous Supplies** - The actual cost of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information will be added to the arrive at the total.
6. **Postal and Shipping Charges** - Actual cost of postage and shipping costs will be charged.