

## Katy ISD Public Information Fee Schedule

Effective January 1, 2016

| Item/Task                                | Fee Assessed  | Texas Administrative Code Section/Descriptions   |
|--|---|--|
| Standard Paper Copy                      | \$0.10 per page   | Section 70.3.b   |
| <b>Non-Standard Paper Copy</b>           |   |  |
| Diskette                                 | \$1.00 per disk   | Section 70.3.b   |
| Magnetic Tape                            | Actual cost   | Section 70.3.b   |
| Data Cartridge                           | Actual cost   | Section 70.3.b   |
| Tape Cartridge                           | Actual cost   | Section 70.3.b   |
| Rewritable CD (CD-RW)                    | \$1.00  | Section 70.3.b   |
| Non-Rewritable CD (CD-R)                 | \$1.00  | Section 70.3.b   |
| Digital Video Disc (DVD)                 | \$3.00  | Section 70.3.b   |
| JAZ Drive                                | Actual cost   | Section 70.3.b   |
| Other electronic media                   | Actual cost   | Section 70.3.b   |
| Oversize paper copy                      | \$0.50 per page   | e.g. 11"X 17", greenbar; does not include maps and photographs.<br>Section 70.3.b  |
| Specialty Paper                          | Actual cost   | e.g. mylar, blueprint, map. Section 70.3.b   |
| <b>Labor Charge</b>                      |   |  |
| For computer programming                 | \$28.50 per hour  | Section 70.3.c   |
| For locating, compiling, and reproducing | \$15.00 per hour<br>(60 mins)   | Locate- Time spent finding the records that are responsive to the request.<br>Compile- Time spent gathering and pulling together the responsive information.<br>Manipulate data- Time spent modifying, redacting, reordering, or decoding information with human intervention.<br>Reproduce information- Time spent copying responsive records.<br>Section 70.3.d and Section 552.003(4) |
| <b>Overhead Charge</b>                   |   |  |
| Overhead charge                          | 20% of labor charge   | Applies to information requests that result in 50 pages or more.<br>Section 70.3.e   |
| <b>Microfiche or Microfilm</b>           |   |  |
| Paper Copy                               | \$0.10 per page   | Section 70.3.f   |
| Fiche or film copy                       | Actual Cost for<br>Reproduction   | Section 70.3.f   |
| <b>Remote Retrieval</b>                  |   |  |
| Remote document retrieval                | Actual cost of<br>miscellaneous supplies<br>+ postage and shipping<br>(if applicable) | Section 70.3.g   |
| <b>Computer Resource Charge</b>          |   |  |
| Mainframe                                | \$10.00 per CPU minute  | Section 70.3.h   |
| Midsized                                 | \$1.50 per CPU minute   | Section 70.3.h   |
| Client/Server System                     | \$2.20 per clock hour   | Section 70.3.h   |
| PC or LAN                                | \$1.00 per clock hour   | Section 70.3.h   |
| <b>Miscellaneous</b>                     |   |  |
| Misc. Supplies                           | Actual cost   | e.g. labels, boxes, etc. used to produce the requested information.<br>Section 70.3.i  |
| Postage and shipping                     | Actual cost   | Section 70.3.j   |
| Photographs                              | Actual cost as<br>calculated in<br>accordance with<br>Section 70.9(5)                 | Section 70.3.i   |
| <b>Miscellaneous (cont.)</b>             |   |  |
| <b>Item/Task</b>                         | <b>Fee Assessed</b>   | <b>Texas Administrative Code Section/Descriptions</b>  |

|  |   |                   |
|--|---|-------------------|
| Maps   | Actual cost as calculated in accordance with Section 70.9(4). | Section 70.3.i    |
| Other costs ( <b>Including Standard List Fee for Directory Information of Students or Faculty - \$25</b> ) | Actual cost   | Section 70.3.i    |
| Outsourced/Contracted Services   | Actual cost for the copy. May not include development costs.  | Section 70.10(13) |

This fee schedule complies with Texas Administrative Code, Title I, Chapter 70

**Labor Charge Example:**

If a particular request involved 2.5 hours of programming and one (1) hour of locating, compiling and redacting information, the formula would be as follows:

Programming labor charge,  $\$28.50 \times 2.5 = \$71.25$ . Labor charge for locating, compiling and redacting,  $\$15.00 \times 1 = \$15.00$ .

**Overhead Charge Example:**

If one hour of labor is used for a particular request, the formula would be as follows:

Labor charge for locating, compiling, and reproducing,  $\$15.00 \times .20$  (i.e. 20%)=  $\$30.00$ ; or Programming labor charge,  $\$28.50 \times .20 = \$5.70$

COMMENT – Under Section 70.3(b)

\*TPIA, Section 552.275 authorizes a governmental body to establish a reasonable limit on the amount of time within a 12-month period personnel are required to spend producing public records for inspection or copies to a requestor, without recovering the costs attributable to that personnel time. As such, Katy ISD has established a 36-hour time limit. This means that once a requestor has expended 36-hours of personnel's time producing public records, **all** requests thereafter will incur a fee as prescribed by the law.