



PUBLIC RECORDS CHARGES

Date: _____

Person Requesting Information: _____

Representing Firm or Company: _____

Address: _____

Telephone: _____

Chapter 38 City Policies and Fees

§38.19 Copies (Public Information Act Chapter 552 Local Government Code)

		<u>Quantity</u>
Standard size paper per page (up to 8 ½ x 14)	\$0.10	_____
Non-standard size paper	\$0.50	_____
Plats, surveys, maps	\$8.00 per copy	_____
Color copies per page	\$1.25	_____
Preparation of custom maps	\$5.00 sq ft	_____
Diskette	\$2.50	_____
CD ROM	\$1.00	_____
VHS cassette	\$5.00	_____
Audio cassette	\$1.00	_____
Personnel charge (over 50 copies per hour)	\$18.75	_____
Laserfiche copies and retrieval	\$0.50	_____
Miscellaneous supplies	Actual Cost	_____
Postage and shipping	Actual Cost	_____
Mileage – per mile	Actual Cost	_____ Current IRS Rate
Fax copies – per copy	\$0.65	_____
DVD	\$3.00	_____
Other	Actual Cost	_____

Note: Governments may not apply sales tax on public records.

TOTAL _____

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED: _____
