

REQUEST FOR RECORDS OF THE TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES

FEE SCHEDULE (Open Records Requests)

The following Fee Schedule reflects the charges that will be made to retrieve, de-identify, and copy public records requested under the Open Records Act. However, copies of **readily available** public information of 50 pages or less, or material costing \$5.00 or less (from this Fee Schedule), will be provided free of charge. Also, adoptive parents, adult adoptees, and adult victims of child abuse or neglect are not charged for the first copy of the record.

ITEM / SERVICE	CHARGE
Standard size Paper Copy (up to 8 ½ X 14)	\$.10 per page
Non-standard Size Paper Copy	.50 per page
Diskette	1.00 each
Magnetic Tape	10.00 each
VHS Video Cassette	2.50 each
Audio Cassette	1.00 each
Other Copy	Actual Cost
Personnel Charge	15.00 per hour
Overhead Charge (20% of Personnel Charge)	3.00 per hour
Microfiche / Microfilm (paper copy)	.10 per page
Microfiche / Microfilm	Actual Cost
Remote Document Retrieval	Actual Cost
Computer Resource - Mainframe	Actual Cost
Programming Time	Actual Cost
Postage / Shipping	Actual Cost
FAX: Local	.10 per page
Long Distance - Same Area Code	.50 per page
Long Distance - Other Area Code	1.00 per page
Other	Actual Cost

