

Port Arthur Independent School District Public Information Request Fee Schedule

Item/Task	Fee Assessed	Texas Admin. Code Section/Description
Standard Copy Paper	\$0.10	Section 70.3.b
Non-Rewritable CD (CD-R)	\$1.00	Section 70.3.b
Digital Video Disc (DVD)	\$1.00	Section 70.3.b
Other Electronic Media	\$1.00	Section 70.3.b
Labor Charges		
For Computer Programming	\$28.50 per hour	Section 70.3.c
For locating, compiling, reproducing	\$15.00 per hour	A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents are in two or more separate buildings or a remote storage facility. Section 70.3.d
For redacting confidential info.	\$15.00 per hour	A labor charge shall not be made for redacting confidential information of requests 50 pages or fewer unless the requests also qualifies for a labor charge pursuant to Texas Govt. Code 552.261(a)(1)or(2)
Overhead Charge		
Overhead charge	20% of Labor Charge	Applies to information requests that result in 50 pages or more
Miscellaneous		
Misc. Supplies	Actual Cost	ex: labels, boxes, etc. used to produce requested information - Section 70.3.i
Postage and Shipping	Actual Cost	Section 70.3.j
Other Costs	Actual Cost	Section 70.3.i

Labor Charge Example:

If 2.5 hours are used for a particular request, the formula would be as follows:

Labor charge for locating, compiling, and reproducing, $\$15.00 \times 2.5 = \37.50 ; or Programming labor charge, $\$28.50 \times 2.5 = \71.25

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 = \30.00 ; or Programming labor charge, $\$28.50 \times .20 = \5.70