

Clear Creek ISD Public Information Fee Schedule
Effective September 1, 2021

Item/Task	Fee Assessed	Texas Administrative Code Section/Descriptions
Standard Paper Copy	\$0.10 per page	Section 70.3.b
<i>Non-Standard Paper Copy</i>		
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. Section 70.3.b
Specialty Paper	Actual cost	e.g. mylar, blueprint, map. Section 70.3.b
<i>Labor Charge</i>		
For computer programming	\$28.50 per hour	Section 70.3.c
For locating, compiling, and reproducing	\$15.00 per hour (60 mins)	Locate- Time spent finding the records that are responsive to the request. Compile- Time spent gathering and pulling together the responsive information. Manipulate data- Time spent modifying, redacting, reordering, or decoding information with human intervention. Reproduce information- Time spent copying responsive records. Section 70.3.d and Section 552.003(4)
<i>Overhead Charge</i>		
Overhead charge	20% of labor charge	Applies to information requests that result in 50 pages or more. Section 70.3.e
<i>Microfiche or Microfilm</i>		
Paper Copy	\$0.10 per page	Section 70.3.f
Fiche or film copy	Actual Cost for Reproduction	Section 70.3.f
<i>Remote Retrieval</i>		
Remote document retrieval	Actual cost of miscellaneous supplies + postage and shipping (if applicable)	Section 70.3.g
<i>Computer Resource Charge</i>		
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
<i>Miscellaneous</i>		
Misc. Supplies	Actual cost	e.g. labels, boxes, etc. used to produce the requested information. Section 70.3.i
Postage and shipping	Actual cost	Section 70.3.j
Photographs	Actual cost as calculated in accordance with Section 70.9(5)	Section 70.3.i
<i>Miscellaneous (cont.)</i>		
Item/Task	Fee Assessed	Texas Administrative Code Section/Descriptions

Maps	Actual cost as calculated in accordance with Section 70.9(4).	Section 70.3.i
Other costs (Including Standard List Fee for Directory Information of Students or Faculty - \$25)	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, Clear Creek 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.