



**MEMORANDUM**  
**Confidential Information**  
**Attorney/Client Privilege**

TO: TaShawna Wilson

FROM: Guicela Salazar

Re: Texas Public Information Act Requests – Payment Procedures

DATE: August 1, 2011

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The Texas Public Information Act allows a governmental entity to charge requestors for the cost of providing copies of public information. The Office of the Attorney General Cost Rules Administration administers the rules promulgated by the Attorney General to determine charges and methods of charging for copies of public information. Unless the request is for 50 or fewer pages of readily available information, current rules allow for certain charges, including, but not limited to, personnel charges of \$15.00 per hour, programming personnel charges of \$28.50 per hour, overhead charges of 20% of personnel charges, and standard copy charges of \$.10 per page. *See* 1 TAC §70.10.

The Office of the General Counsel “OGC” requires full payment prior to the release of paper or electronic copies of public information. Once the information has been compiled, a letter notice and an itemized statement that details the charges are provided to the requestor via electronic or regular mail. The requestor is instructed to send in a check for the correct amount made payable to The University of Houston.

When the OGC receives an Open Records payment, it is immediately given to Guicela Salazar and/or Leslie Pruski as they have completed the required Cash Handling Training in accordance with SAM 03.F.04 and MAPP 05.01.01. A copy of the check is then given to the attorney handling the request. Once the attorney verifies that the payment amount is correct, Guicela Salazar and/or Leslie Pruski prepares the check for processing. A check processing memo, a copy of the itemized statement, and the check are sent to Diane Sylvester and a copy is put in the corresponding OGC matter file. (I have attached an example of each document). All payments are sent directly to Diane Sylvester within one or two business days. If the check is held beyond the day it is received, it is stored in a secure location.

A Texas Public Information Act report is filed every month with the Office of the Attorney General. One of the items that is reported is the amount of money that was collected for the month. Therefore, when the OGC receives an Open Records payment the amount collected is recorded on an internal Excel file so that it can be included in the monthly AG report.



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*UNIVERSITY OF HOUSTON*  
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*Office of the General Counsel*  
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## **MEMORANDUM**

**Privileged/Confidential Information  
Attorney Client Communication  
Attorney Work Product**

**To: Diane Sylvester (M.C. 5011)**

**From: Guicela Salazar**

**Re: IR02093 Kim Sheffield PIA Request (UH)**

**Date: July 28, 2011**

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**Please process the attached check # 101530 in the amount of \$34.20 for the above-referenced Open Records request.**

**Thank you.**

**Encs.**

# UNIVERSITY OF HOUSTON

## Texas Public Information Act Request Charge Sheet<sup>1</sup>

Description of Information Released:

Date: July 22, 2011

Student names and addresses

Method of Payment:

Cash \_\_\_\_\_  
 Check \_\_\_\_\_

Released to: Kim Sheffield

Number

<b>(1) Standard paper copy</b>		@ \$.10 per page	\$
<b>(2) Nonstandard-size copy</b>			
(A) Diskette		@ \$1.00 each	\$
(B) Magnetic tape		@ actual cost	\$
(C) Data cartridge		@ actual cost	\$
(D) Tape cartridge		@ actual cost	\$
(E) Rewritable CD (CD-RW)		@ \$1.00 each	\$
(F) Non-rewritable CD (CD-R)		@ \$1.00 each	\$
(G) Digital video disc (DVD)		@ \$3.00 each	\$
(H) JAZ drive		@ actual cost	\$
(I) Other electronic media		@ actual cost	\$
(J) VHS video cassette		@ \$2.50 each	\$
(K) Audio cassette		@ \$1.00 each	\$
(L) Oversize paper (e.g. 11 in. by 17 in, greenbar, blue bar, not including maps and photo using special paper)		@ \$0.50 per page	\$
(M) Specialty paper (e.g. Mylar, blueprint, blueline, map, photographic)		@ actual cost	\$
<b>(3) Labor charge:</b>			
(A) For programming	1 hour	@ \$28.50 per hour	\$ 28.50
(B) For locating, compiling and reproduction		@ \$15.00 per hour	\$
<b>(4) Overhead charges (20% of labor charges)</b>	28.50	@ x.20	\$ 5.70
<b>(5) Microfiche or microfilm charges</b>			
(A) Paper copy		@ .10 per page	\$
(B) Fiche or film		@ actual cost	\$
<b>(6) Remote document retrieval charge</b>		@ actual cost	\$
<b>(7) Computer Resource Charges:</b>			\$
(A) Mainframe		@ \$10.00 per CPU minute	\$
(B) Midsized		@ \$1.50 per CPU minute	\$
(C) Client/Server system		@ \$2.20 per clock hour	\$
(D) PC or LAN		@ \$1.00 per clock hour	\$
<b>(8) Miscellaneous Supplies</b>		@ actual cost	\$
<b>(9) Postage and Shipping Charge</b>		@ actual cost	\$
<b>(10) Photographs (in accordance with 1 TAC §70.9(5))</b>		@ actual cost	\$
<b>(11) Maps (in accordance with 1 TAC §70.9(4))</b>		@ actual cost	\$
<b>(12) Other costs</b>		@ actual cost	\$
<b>(13) Outsourced/Contracted Services (may not include development costs)</b>		@ actual cost	\$
<b>TOTAL CHARGES</b>			<b>\$ 34.20</b>

<sup>1</sup> Source: 1 TAC §70.10