

**PROCEDURES FOR CHARGING AND COLLECTING FEES  
FOR PROVIDING COPIES OF PUBLIC INFORMATION UNDER  
THE TEXAS PUBLIC INFORMATION ACT**

The University of Houston System and its component institutions (the “System and its Components”) are authorized under the Texas Public Information Act to charge requestors for the costs associated with producing public information. The System and its Components utilize the costs provided in Title I, Section 70.10 of the Texas Administrative Code with regard to charging requestors who seek public information under the Texas Public Information Act (see table on page two below).

If the request is for 50 or fewer pages of readily available information, or if the charge for fulfilling the request is under \$10.00, the requestor will generally not be charged. However, if a requestor is not charged, the personnel time that was spent will be calculated towards the 36 hour time limit that has been set by the System and its Components as provided by SAM 03.H.02 at 2.6. Requestors who exceed the 36 hour time limit will be required to pay costs attributable to cost of materials, overhead and personnel time regardless of whether the requestor intends to only inspect the documents. See <http://www.uhsa.uh.edu/sam/3FicsalAffairs/3H2.pdf>.

If the charge for fulfilling a request exceeds \$40.00, the requestor will be provided an itemized written estimate of the charges and will be informed if a less costly alternative is available. If the estimated charge is more than \$100.00, the System and its Components will require a prepaid deposit or bond (approximately 50% of the estimated charge) before compiling the information.

If the cost associated with producing public information exceeds \$10.00, the OGC will require the requestor to submit payment in full prior to releasing any information to the requestor.

Many types of information are available on the websites of the System and its Components. Members of the public may obtain immediate access by retrieving information free of charge directly from the websites of the System and its Components.

## Texas Public Information Act Request Charges<sup>1</sup>

<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, bluebar, not including maps and photo using special paper)	@ \$0.50 per page
(M) Specialty paper (e.g. Mylar, blueprint, blue-line, map, photographic)	@ actual cost
<b>(3) Labor charge:</b>	
(A) For programming	@ \$28.50 per hour
(B) For locating, compiling and reproduction	@ \$15.00 per hour
<b>(4) Overhead charges (20% of labor charges)</b>	@ x.20
<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) Midsize	@ \$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</b> (in accordance with 1 TAC §70.9(5))	@ actual cost
<b>(11) Maps</b> (in accordance with 1 TAC §70.9(4))	@ actual cost
<b>(12) Other costs</b>	@ actual cost
<b>(13) Outsourced/Contracted Services (may not include development costs)</b>	@ actual cost

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<sup>1</sup> Source: 1 TAC §70.10