

Public Information Request Fees

The following is a summary of the charges for copies of public information that have been adopted by the Attorney General plus 25% adopted by Ordinance as allowed by the Texas Government Code Chapter 552.262(a)

Categories	Description	Fee Cost
Standard paper copy	<i>The charge for standard paper copies reproduced by means of an office machine copier or a computer printer is \$.13 per page or part of a page. Each side that has recorded information is considered a page.</i>	\$ 0.13
Non standard copy	<i>The charges in this subsection are to cover the materials onto which information is copied and do not reflect any additional charges, including labor, that may be associated with a particular request.</i>	
	Diskette	\$ 1.25
	Magnetic Tape	Acutal Cost
	Data cartridge	Acutal Cost
	Tape cartridge	Acutal Cost
	Rewritable CD (CD_RW)	\$ 1.25
	Non-rewritable CD (CD-R)	\$ 1.25
	Digital video disc (DVD)	\$ 3.75
	JAZ drive	Acutal Cost
	Other electronic media	Acutal Cost
	VHS video cassette	\$ 3.13
	Audio cassette	\$ 1.25
	Oversize paper copy (11x17)	\$ 0.63
	Speciality paper (Mylar, blueprint, map, photographic)	Acutal Cost
Labor charge for programming	<i>If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the governmental body may charge for the programmer's time.</i>	
	Hourly charge	\$ 35.63
Labor charge for locating, compiling, manipulating data and reproduction public information		
	Hourly charge	\$ 18.75
Overhead charge	Labor charge	20%
Microfishce or microfilm		
	Paper copy	\$ 0.13
	Fiche or film copy	Acutal Cost
Remote document retrieval		Acutal Cost
Computer resource		
	mainframe (<i>per CPU minute</i>)	\$ 12.50
	Midsized (<i>per CPU minute</i>)	\$ 1.88
	Client/ Server system (<i>per clock hour</i>)	\$ 2.75
	PC or LAN (<i>per clock hour</i>)	\$ 1.25
Miscellaneous supplies		Acutal Cost
Postage and shipping charge		Acutal Cost
Photographs		Acutal Cost
Maps		Acutal Cost
Other costs		Acutal Cost
Outsourced/ Contracted Services		Acutal Cost
No Sales Tax		\$ -

To submit a Public Information request, please use on of the following:

Mail to:
 Attn: City Secretary
 1212 Avenue M
 Huntsville, TX 77340

Hand deliver to:
 City Secretary
 1220 11th Street
 Huntsville, TX 77340

**e-mail to: PublicInformationRequest@huntsvilletx.gov
 Submit on the website at www.Huntsvilletx.gov**

Persuant to Section 552.234 of the Texas Government Code