

PUBLIC INFORMATION ACT *Handbook 2020*

The following is a summary of the charges for copies of public information adopted by the Attorney General:

- (1) Standard paper copy—\$.10 per page. (§552.261. *The charge for providing a copy of public information shall be an amount that reasonably includes all costs related to reproducing the public information, including costs of materials, labor, and overhead.*) Reproduction includes duplication of record released by paper or electronic.
- (2) Nonstandard-size copy:
 - (A) Diskette: \$1.00;
 - (B) Magnetic tape: actual cost;
 - (C) Data cartridge: actual cost;
 - (D) Tape cartridge: actual cost;
 - (E) Rewritable CD (CD-RW)—\$1.00;
 - (F) Non-rewritable CD (CD-R)—\$1.00;
 - (G) Digital video disc (DVD)—\$3.00;
 - (H) JAZ drive—actual cost;
 - (I) Other electronic media—actual cost;
 - (J) VHS video cassette—\$2.50;
 - (K) Audio cassette—\$1.00;
 - (L) Oversize paper copy (e.g.: 11 inches by 17 inches, greenbar, bluebar, not including maps and photographs using specialty paper)—\$.50;
 - (M) Specialty paper (e.g.: Mylar, blueprint, blueprint, map, photographic)—actual cost.
- (3) Labor charge:
 - (A) For programming—\$28.50 per hour;
 - (B) For locating, compiling, and reproducing—\$15 per hour.
- (4) Overhead charge—20% of labor charge.
- (5) Microfiche or microfilm charge:
 - (A) Paper copy—\$.10 per page;
 - (B) Fiche or film copy—Actual cost.
- (6) Remote document retrieval charge—Actual cost.
- (7) Computer resource charge:
 - (A) mainframe—\$10 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.
- (8) Miscellaneous supplies—Actual cost.
- (9) Postage and shipping charge—Actual cost.
- (10) Photographs—Actual cost as calculated in accordance with § 70.9(5) of this title.
- (11) Maps—Actual cost as calculated in accordance with § 70.9(4) of this title.
- (12) Other costs—Actual cost.
- (13) Outsourced/Contracted Services—Actual cost for the copy. May not include development costs.
- (14) No Sales Tax—No Sales Tax shall be applied to copies of public information.
- (15) Fee for Obtaining Copy of Body Worn Camera Recording:
 - (A) \$10.00 per recording responsive to the request for information; and
 - (B) \$1.00 per full minute of body worn camera video or audio footage responsive to the request for information, if identical information has not already been obtained by a member of the public in response to a request for information.