

OPEN RECORDS/PUBLIC INFORMATION ACT FEE SCHEDULE

TYPE	ITEM DESCRIPTION	FEE
PAPER/PRINT	Standard paper copies	\$0.10 per page
PAPER/PRINT	Oversized paper copies	\$0.50 per page
PAPER/PRINT	Specialty paper copies	Actual cost
PAPER/PRINT	Photographs	Actual cost
PAPER/PRINT	Maps	Actual cost
PAPER/PRINT	Personnel time to locate, compile, and reproduce information (if greater than 50 pages).	\$15.00 per hour
PAPER/PRINT	Overhead charge	20% of personnel time
ELECTRONIC	Mainframe computer resources	\$10.00 per minute
ELECTRONIC	Midsized computer resources	\$1.50 per minute
ELECTRONIC	Client/server computer resources	\$2.20 per hour
ELECTRONIC	PC or LAN computer resources	\$1.00 per hour
ELECTRONIC	Personnel time to locate, compile, and reproduce information	\$15.00 per hour
ELECTRONIC	Personnel time for programming and/or manipulation of data	\$28.50 per hour
ELECTRONIC	Overhead charge	20% of personnel time
DELIVERY	E-mail (if not voluminous in nature)	No cost
DELIVERY	CD-RW or CD-R	\$1.00 each
DELIVERY	USB Flash Drive	Actual cost
DELIVERY	Postage or shipping	Actual cost
OTHER	Miscellaneous supplies	Actual cost
OTHER	Other costs	Actual cost

GENERAL INFORMATION

- A. Generally, we do not ask for payment if the total of charge is less than \$10.00. We may alter this general rule in certain circumstances, although typically not by a significant amount.
- B. If the estimated cost of fulfilling your request exceeds \$40.00, we will provide you with an itemized written statement of the cost, and indicate if a less costly alternative is available. You must respond in writing within ten (10) days after the date the estimate is sent that you will accept the cost, or that you desire any stated alternative, or your request will be considered withdrawn.
- C. Subsequent to your response, if it appears the actual cost will be more than 20% above the estimate previously given, we will again notify you by providing a

revised written estimate. Again, if you do not respond within 10 days, your request will be considered withdrawn.

- D. A requestor may ask to inspect documents rather than receive copies. In such a case, there is generally no charge unless the inspection requires redaction of confidential information, programming, manipulation of data, or if other conditions under Section 552.271 or 552.272 apply.
- E. Other governmental bodies are generally not charged for copies of information unless the request requires programming, manipulation of data, or is particularly voluminous. In accordance with Section 552.264, CVCOG will also provide one copy of public information without charge if requested by a member, agency, or committee of the legislature for legislative purposes under Section 552.008.
- F. CVCOG may also waive or reduce charges if the executive director determines that a waiver or reduction is in the public interest because providing the copy of the information primarily benefits the general public.

REQUESTS FOR COMPETITIVE BIDDING OR PROPOSAL INFORMATION

In an effort to protect confidential and proprietary information, CVCOG generally will not release competitive bids or proposals to competitors or other requestors without written approval from the bidder or proposer or by ruling/decision from the Office of the Attorney General of Texas, Open Records Division pursuant to Texas Government Code Section 552.104. This does not apply to information used to evaluate bidders or proposers, scoring data, tabulation data, or pricing submitted by the bidder or proposer.

Requests for third-party competitive bidding or proposal information will automatically prompt a Ruling Request from the Office of the Attorney General of Texas, Open Records Division to determine if the requested material can be released. Requests for competing bids or proposals will cost the requestor an initial \$7.50 eFiling fee for the Ruling Request and an additional \$5 for any required future document uploads/submissions related to the same request.

PAYMENT FOR INFORMATION PROVIDED

We normally will provide the requested documents prior to payment and invoice you for the charges. If the estimated cost exceeds \$100 and we have provided you with the written estimate described above, we may require that you provide a deposit in that amount prior to fulfilling your request. If you have an unpaid invoice from a previous request, you will be required to pay for the *present* request in full prior to delivery. In addition, if previous unpaid invoices exceed \$100, we will require a deposit equal to the previous unpaid invoices prior to fulfilling the present request.