

Texas Public Information Act – Fee Guidelines

General Principles

- Fees for copies and staff time are calculated under Texas Government Code Chapter 552 and OAG Rule 70.3.
- Requestors are notified of estimated costs before work begins.

Common Charges

- Paper Copies: **\$0.10 per page**.
- Personnel Time: **\$15/hour** for locating, compiling, and reproducing records.
- Overhead: 20% of personnel time.
- Postage/Shipping: Actual cost.
- Threshold: Labor and overhead apply only if request exceeds 50 pages.

Electronic Records

- Programming/Data Manipulation: **\$28.50/hour**.
- Computer Resource: **\$2.20/hour** (client/server) or **\$1.00/hour** (PC/LAN).
- Other Nonstandard Copies: Charges per OAG Rule 70.3.

Cost Estimates & Deposits

- If estimated charges exceed \$40, an itemized statement is required.
- If estimated charges exceed \$100, a bond or deposit may be requested.
- Requests are withdrawn automatically if the requestor does not respond within 10 business days.

Inspection vs. Copies

- Inspection is generally free unless redaction or programming is needed (Sections 552.271–552.272).

Waivers & Special Cases

- Charges under \$1.00 are waived (Section 552.267).
- Legislative requests for official purposes are free (Section 552.008).
- The Districts makes available to the public at no charge a large quantity of information on our website.