

CITY OF TOYAH

COSTS for PUBLIC INFORMATION

The charges in the City of Toyah “Costs for Public Information”, are to recover costs associated with providing public information and are based on an estimated average cost to governmental bodies across the state.

Charges for Copies

- Standard Paper Copy (single-sided, black and white, standard size) - \$0.10 /page
- Scanned documents, (single-sided, black and white, standard size)- \$0.10/page
- Nonstandard Copy- These charges 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.
 - Rewritable CD (CD-RW)- \$1.00
 - Other electronic media (ie. USB or hard drive)- actual cost

Labor Charges (for locating, compiling, manipulating data, and reproducing public information).

- The charge for labor costs incurred in processing a request for public information is \$15 an hour for requests that are for 50 or more pages of paper records. The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.
- A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in:
 - (A) Two or more separate buildings that are not physically connected with each other; or
 - (B) A remote storage facility.
- If the charge for providing a copy of public information includes costs of labor, a governmental body shall comply with the requirements of Texas Government Code, Chapter 552, 552.261(b).
- Cost of Materials, Labor, and Overhead per Texas Government Code 552.261, if the amount of the request for information exceeds \$40.00, an additional 20% overhead charge will be computed to cover any labor costs associated with the particular request and an itemized statement will be provided to the requestor per Texas Government Code 552.2615.

When Labor Charges Apply

Texas Administrative Code 70.3(d)

- Locate- Time spent finding the records that are responsive to the request
- Compile- Time spent putting together the responsive information

- Manipulate Data- Section 552.003(4) of the Texas Government Code, time spent modifying, reordering, or decoding information with human intervention, ie. redacting information
- Reproduce Information- Time spent copying/scanning the responsive records
- If records requested are more than 3 years old and take more than 2 hours to compile- Labor charges will applied
- Redacting Confidential Information- Labor charges will be applied

Requests Exceeding \$40

If the cost of a request is expected to exceed \$40, the requester will be sent a cost estimate letter before the work is done. The letter will include an itemized statement of any copying, personnel or mailing charges that will be incurred in fulfilling the request. Once the requestor confirms that he or she agrees to the estimated costs, a staff member will begin compiling the records. If a requestor does not respond within 10 days, the file will be closed and considered to be withdrawn by the requestor. The letter will also notify the requester of a less costly method of viewing the records if available which the requester may respond to.

Computer Resource Charge

A computer resource charge is a charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which include but are not limited to CPU's, servers, disk drives, local area networks, printers, tape drives, and/or other communications devices, software, and computer system utilities. The City of Toyah will comply with the Texas Attorney General's Office and the Texas Administrative Code, rule 70.3(h) *Computer Resource Charge*, to determine applicable charges.

Mailing Requested Information

The cost of Standard or Certified Mail delivery via USPS at that time, shall be added to the cost of the request if the requestor is asking for information to be mailed.

Failure to Pay for Requested Information

Payment for public information requested is due at the time the requester picks up the information from Toyah City Hall. Failure to pay for requested information will result in information being withheld until payment is received by the City of Toyah. The City of Toyah will require a deposit or bond for payment on future requests for public information as per Texas Government Code 522.263 if the requestor fails to pay for their public information request. If a requestor accrues more than \$50 in unpaid amounts owed to the City for previous requests, the City will charge a bond deposit before complying with a new request. For additional payment options, please go to the city homepage on the city website at <https://toyahtx.com>, and click on "Bill Payment" in the righthand column.

