

**BIRDVILLE ISD REPRODUCTION COSTS
FOR PUBLIC INFORMATION REQUESTS**

1. Loose Copies \$.10 per standard-size page
A standard-size page is up to 8 1/2 x 14. If more than 50 pages, a charge of \$15 per hour for personnel time is added.
2. Bound Copies (extra copies) Printing Cost + \$5.00
3. Bound Copies (extra copies not available) \$.10 per standard-size page + \$15/hour personnel time.
4. Nonstandard-size Copies:
 - a. Diskette.....\$. 1.00 each
 - b. Computer magnetic tape..... \$10.00 each
 - c. VHS video cassette..... \$2.50 each
 - d. Audio cassette..... \$1.00 each
 - e. Paper copy.....\$.50 each
5. Microfiche or microfilm charge:
 - a. Paper copy.....\$.10 per page
 - b. Fiche or film copy.....Actual cost
6. Computer access charge:
 - a. Midsize (VAX) cluster.....\$3.00 per minute
 - b. Client/Server.....\$1.00 per minute
 - c. PC or LAN..... \$.50 per minute
7. Computer programming time.....\$26.00 per hour
8. Overhead charge.....20% of personnel time
9. Remote document retrieval charge.....Actual cost
10. Miscellaneous supplies.....Actual cost
11. Postage and shipping charge.....Actual cost
12. Other costs.....Actual cost
13. Standard Reports Run by MIS
 - a. Labels
 - BISD Organizations/PTA.....\$.005 per label (charge of Less than \$1.25 will be waived)
 - *Non-Profit Organizations.....\$.01 per label (minimum charge of \$10.00)
 - *For-Profit Organizations.....\$.03 per label (minimum charge of \$15.00)
 - b. Reports
 - BISD Organizations/PTA.....No Charge
 - *Non-Profit Organizations..... \$.07 cents per page (minimum charge of \$10.00)
 - *For-Profit Organizations.....\$.10 cents per page (minimum charge of \$15.00)
14. Transcript charges to other than an elementary or secondary school:
 - Picked up in person.....\$1.00 per copy
 - Mailed.....\$2.00 per copy

*Any request by an individual for public information or by a Non-Profit Organization for For-Profit organization must be approved by the Director for Business or the Administrative Assistant for Student Concerns and be pre-paid.

Source: GBA (Exhibit), GSC's Open Records Guidelines.