

BIRDEVILLE ISD REPRODUCTION COSTS FOR PUBLIC INFORMATION REQUESTS

1. Loose Copies \$.10 per standard-size page
A standard-size page is up to 8 ½" x 14". If more than 50 pages, a charge of \$15/hour for locating, compiling, and reproduction 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. Rewritable CD (CD-RW) \$1.00 each
 - b. Non-rewritable CD (CD-R)..... \$1.00 each
 - c. Digital video cassette..... \$3.00 each
 - d. Other electronic media Actual Cost
 - e. Paper copy \$.50 each
5. Microfiche or microfilm charge:
 - a. Paper copy..... \$.10 per page
6. Computer access charge:
 - a. Mainframe \$10.00 per (CPU) minute
 - b. Midsize (VAX) cluster \$1.50 per (CPU) minute
 - c. Client/Server..... \$2.20 per clock hour
 - d. PC or LAN..... \$1.00 per clock hour
7. Labor charge:
 - a. Computer programming time \$28.50 per hour
 - b. Locating, compiling, and reproducing \$15 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. Outsourced/Contracted Services Actual cost for the copy. May not include development costs.
14. Standard Reports Run by MIS
 - a. BISD Organizations/PTA No Charge
 - b. *Non-Profit Organizations \$.07 cents per page (minimum charge of \$10.00)
 - c. *For-Profit Organizations..... \$.10 cents per page (minimum charge of \$15.00)

*Any request by an individual for public information or by a non-profit organization for for-profit organization must be approved by the Communications Department and be pre-paid.

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