



City of Plano - Open Records Fee Schedule

CATEGORIES	DESCRIPTION	NUMBER	FEE RATE	TOTAL
I. Standard-size paper	Up to 8 1/2" x 14"		@ \$.10 per page	\$
II. Nonstandard-size copy				
(A)	Paper copy 11" x 17"		@ \$.50 each	\$
(B)	Diskette		@ \$1.00 each	\$
(C)	Magnetic tape			
	4 mm		@ \$13.50 each	\$
	8 mm		@ \$12.00 each	\$
	9 track		@ \$11.00 each	\$
(D)	Data Cartridge		Actual Cost	\$
(E)	Tape Cartridge		Actual Cost	\$
(F)	VHS Video Cassette		@ \$2.50 each	\$
(G)	Audio Cassette		@ \$1.00 each	\$
(H)	Mylar		@ \$.85 sq. ft.	\$
(I)	Blue-line/Blueprint Paper		@ \$.20 sq. ft.	\$
(J)	DVD		@ \$3.00 each	\$
(K)	CD-R or CD-RW		@ \$1.00 each	\$
III. Personnel charge				
(A)	Programming Personnel		@ \$28.50 per hour	\$
(B)	Other Personnel		@ \$15.00 per hour	\$
IV. Overhead charge			20% of personnel charge	\$
V. Micro Fiche/Film			Actual Cost	\$
VI. Remote document retrieval charge			Actual Cost	\$
VII. Computer resource charge				
(A)	Mainframe		@ \$10.00 per minute	\$
(B)	Midsized		@ \$1.50 per minute	\$
(C)	Client/Server		@ \$2.20 per hour	\$
(D)	PC or LAN		@ \$1.00 per hour	\$
VIII. Miscellaneous supplies			Actual Cost	\$
IX. Postage & shipping charge			Actual Cost	\$
X. Photographs			Actual Cost	\$
Fax charge				
(A)	Local		@ \$.10 per page	\$
(B)	Long distance, same area code		@ \$.50 per page	\$
(C)	Long distance, different area code		@ \$1.00 per page	\$
Other costs			Actual Cost	\$
	Description:			
Total Charges:				\$

NOTE: Sales tax is not applicable on public records requests.

REQUEST FOR PUBLIC INFORMATION PROCESS

Appendix E

