

CITY OF SEGUIN PUBLIC RECORDS CHARGES

_____ ESTIMATE or _____ BILLING Date _____

Requestor _____
 Address _____
 Telephone No. _____

Method of Payment:
 Cash _____
 Check _____

	<u>Number</u>	<u>Total</u>
Standard-size Paper Copies (8 x 11, and 8 x 14 inch)	_____ @ \$.10/page	\$ _____
Nonstandard-size Copies:		
-Diskette or CD's	_____ @ \$1.00/ea.	\$ _____
-Magnetic Tape*	_____ @ \$11 - 13.50*	\$ _____
-Data cartridge	_____ @ \$17.50 - 35.00*	\$ _____
-VHS Video Cassette	_____ @ \$2.50/ea.	\$ _____
-Tape Cartridge*	_____ @ \$35.00 - 45.00*	\$ _____
-Audio Cassette	_____ @ \$1.00/ea.	\$ _____
-Paper (11 x 17 inches, greenbar, bluebar)	_____ @ \$.50/ea.	\$ _____
-Mylar*	_____ @ \$.85 - 1.35/liner foot*	\$ _____
-Blueprint/Bluline paper	_____ @ \$.20/liner foot	\$ _____
-Other (Redacted pages)	_____ @ \$.10/page	\$ _____

Additional charges for paper copies involving: (1) Redaction of confidential information, (2) Not readily available information (in more than one building or remote storage), or (3) readily-available information of more than 50 pages:**

-Personnel Charges	_____ @ \$15.00/hr.	\$ _____
-Overhead Charges (20% of total personnel charges)	20% X \$ _____	\$ _____
-Archive Retrieval Charges: (\$1.75 a box + \$9 delivery charge for up to 20 boxes)	_____	\$ _____

Computer Resource Charges:

-Mainframe	_____ @ \$10.00/min.	\$ _____
-Midrange	_____ @ \$1.50/min.	\$ _____
-Client/Server (includes time to copy CD)	_____ @ \$2.20/hr.	\$ _____
-PC or LAN	_____ @ \$1.00/hr.	\$ _____
-Programming Time	_____ @ \$26.00/hr.	\$ _____

Postage/Shipping Charges _____ (estimated) \$ _____

Fax Charges:

-Local	_____ @ \$0.10/page	\$ _____
-Long Distance/Same Area Code	_____ @ \$0.50/page	\$ _____
-Long Distance/Other Area Code	_____ @ \$1.00/page	\$ _____

Other Charges (Description: _____) \$ _____

TOTAL CHARGES: \$ _____

*Refer to Cost Regulations of Building and Procurement Commission

**There is no charge to inspect paper records if no copy is requested unless the information is older than 5 years old or completely fills six or more archival boxes and more than 5 hours is required to make the information available. Additionally, if any copies are requested after inspection of the documents, all applicable personnel and archival retrieval costs will be charged, plus ten cents a page for each copy.

***There will be a Personnel Charge for each electronic transmittal, if data is downloaded or query created to obtain information at a minimum of 1 hour charge.