

HARRIS COUNTY EMERGENCY SERVICES

DISTRICT 1

OPEN RECORD FEES

SEE OBTAINING OPEN RECORDS FOR MORE DETAILED INFORMATION

SUMMARY OF APPLICABLE CHARGES

NOT ALL CHARGES MAY BE LISTED, IF THE REQUEST IS OF A SPECIAL NATURE AN ESTIMATE WILL BE DELIVERED WITH THE VALID COST OF RECORD RETRIEVAL

FEES CAN ONLY BE PAID BY CERTIFIED CHECK, MONEY ORDER, OR CASH. NO PERSONAL OR COMPANY CHECKS ACCEPTED FOR PAYMENT
 MONEY ORDERS AND CHECKS MUST BE MADE PAYABLE TO HARRIS COUNTY EMERGENCY SERVICES DISTRICT 1

Photocopies-Standard	\$0.10 per Page
Cassette Copy	\$1.00 per Cassette
Labor	\$15.00 per Hour (Over 50 pages)
Overhead Costs	20% of Labor Cost (Over 50 pages)
Supplies	Actual Cost
Postage	Actual Cost
Deposit	\$100.00 if Estimate over \$100.00
Photocopies-Non Standard	Actual Cost
Diskette-Standard	\$1.00 each Diskette
Magnetic Tape	Actual Cost of Tape
Data Cartridge	Actual Cost of Tape
Tape Cartridge	Actual Cost of Tape
IT Support Charge/Programmer	\$28.50 per Hour –if data is beyond the experience or capability of staff and data must be recovered by the IT Support Staff
CD Non Writable/Rewritable	\$1.00
Digital Video Disk (DVD)	\$3.00
JAZ Drive	Actual Cost
Other Electronic Media	Actual Cost
VHS video Cassette	\$2.50
Audio Cassette	\$1.00
Oversize Photocopy	\$0.50 per Page
Specialty Paper	Actual Cost