



Pharr Literacy Project, Inc. Public Information Policy

- A. Purpose** - The purpose of this policy is to comply with the [Texas Public Information Act \("the Act"\)](#), *Government Code, Chapter 552* to promote uniformity throughout PLP for providing public records.
- B. Responsible Parties** – The Chair of the Board of Directors is the officer for public information for the Pharr Literacy Project. Delegation of this authority is given to the Sites Coordinator (CEO) who is responsible for coordinating responses to requests for public information appropriately submitted to PLP.
- C. Receiving and Referring Records** - All public information requests should be submitted in writing to the Sites Coordinator (CEO). Any staff, volunteer or board member receiving a written request for records should immediately forward it to the Sites Coordinator (CEO).
- D. Complying with Requests for Public Information**
1. **Routine Requests** - When it is clear that the Public Information Act requires the release of the requested records, such as routine, recurring requests clearly addressed in previous court decision or Attorney General Opens Records Decision, the Sites Coordinator (CEO) should respond or coordinate responses to the request within 10 working days, notifying the Board of Directors.
- E. Recovery of Costs** - In accordance with Subchapter F of the Act and [Title I of the Texas Administrative Code](#), it is the policy of PLP to recover the full costs for retrieving and copying public records.
1. **Definitions of Terms Full Cost:** The sum of all direct costs plus a proportional share of overhead, or indirect costs. Standard-size copy: A printed impression on one side of a piece of paper that measures up to legal size (8 1/2 x 14 inches). Each side of a piece of paper on which an impression is made is counted as a single-copy. A piece of paper that is printed on both sides is counted as two copies. Nonstandard-size copy: A copy of public information that is made available to a requester in any format other than a standard-size paper copy. Examples include: microfiche, microfilm, diskettes, magnetic tapes, CD-ROM, and nonstandard-size paper copies.
Readily available information: Information that already exists in printed form, or information that is stored electronically and is ready to be printed or copies without requiring any programming, or information that already exists on microfiche or microfilm. Information that requires a substantial amount of time to locate or prepare for release is not readily available information.
 2. The rules for establishing charges to be made for public records set out in the [Texas Administrative Code, Title 1](#) as summarized below are adopted:
 - a. **Inspection of Information** - Where only inspection of paper documents is requested (i.e. no copies made), no charge should be assessed except when:
 - i. a requested page contains confidential information that must be edited from the document before the information can be released. The cost of making a copy of the edited page may be imposed.



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- ii. the public information specifically requested for inspection by the requestor:
 - a) is older than five years; or completely fills, or when assembled will completely fill, six or more archival boxes; and
 - b) the Sites Coordinator or designee estimates that more than five hours will be required to make the public information available for inspection. The Sites Coordinator (CEO) may require the requestor pay, or to make a deposit or post a bond for the payment of anticipate personnel costs for making available for inspection such public information. Where only inspection of information that exists in an electronic medium is requested, no charge may be assessed for access to the information, unless complying with the request will require programming or manipulation of data. In such a case, the requestor must be notified of estimated charges to be imposed before assembling the information.
- b. Waiver or Reduction – Costs may be waived or reduced if it is determined that waiver or reduction is in the public interest.
- c. Prepayment - A bond or deposit for payment of anticipated costs for the preparation of a copy of public records shall be required if the charges for providing the copy of the public information is estimated to exceed \$100 and if the Sites Coordinator (CEO) has provided the requestor with the required written itemized statement detailing the estimated charge for providing the copy.
- d. Charge Schedule - The following is a summary of charges for copies of public information:
 - Service Rendered Charge**
 - (1) Standard-size \$.10 per page
 - (2) Nonstandard-size paper copy
 - (A) Diskette – \$1.00 each
 - (B) Magnetic tape - \$10.00 each
 - (C) VHS video cassette - \$2.50 each
 - (D) Audio cassette \$1.00 each
 - (E) Paper copy - \$.50 each
 - (F) Other Actual cost – Actual Cost
 - (3) Personnel charge - (see notes 1 & 2) \$15.00 per hour
 - (4) Overhead Charge 20% personnel charge
 - (5) Remote document retrieval charge (See note 3) Actual cost
 - (6) Computer resource charge (See note 4)
 - (7) Miscellaneous supplies (See note 6) - Actual cost
 - (8) Postage and shipping charge (See note 6) Actual Cost



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- (9) 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
- (10) Other costs Actual cost

Charge Schedule Notes

Note 1 - A personnel, overhead, or document retrieval charge should not be made for requests that are for 50 or fewer pages of readily available information in standard-size form.

Note 2 - Personnel time should not be charged for the time spent by an attorney, legal assistant or other person to determine whether the requested information is excepted from disclosure.

Note 3 - Where a charge is made for remote document retrieval, no additional personnel charge should be factored in for time spent locating documents.

Note 4 - A charge made to recover computer utilization cost is the actual time the computer uses to execute a particular program times the applicable rate. It does not include programming or printing time. No charge should be made for computer print-out time.

Note 5 - A charge for programming time is made if the request requires a programmer to enter data in order to execute an existing program or to create a new program in order to access the information.

Note 6 - Actual costs of supplies - labels, boxes, etc.-- necessary to produce the requested information and all postal and shipping charges necessary to transmit the information should be added to the total charge.

e. Examples of Charges for Copies of Public Information

The following tables present a few examples of the calculation of charges for information:

TABLE 1

Readily Available Information (fewer than 50 pages): \$.10 per copy x number of copies (standard-size copies) or cost of nonstandard copy (e.g. diskette) + Postage and shipping (if applicable)

\$ TOTAL CHARGE

TABLE 2

Readily Available Information (more than 50 pages): \$.10 per copy x number of copies (standard-size copies) or cost of nonstandard copy (e.g. diskettes) + Personnel charge (if applicable) + Overhead charge (if applicable) + Document retrieval charge (if applicable) + Actual cost of miscellaneous supplies (if applicable) + Postage and shipping (if applicable)



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\$ TOTAL CHARGE

TABLE 3

Information that is Not Readily Available - Cost of copy (standard or nonstandard size, whichever applies) + Personnel charge (if applicable) + Overhead charge (if applicable) + Computer resource charge (if applicable) + Programming time (if applicable) + Document retrieval charge (if applicable) + Actual cost of miscellaneous supplies (if applicable) + Postage and shipping (if applicable)

\$ Total Charge

- F. Review** - This policy shall be reviewed every five years or as legislation requires by the PLP Board of Directors.