

Open Records Fees

All fees charged are in compliance with the Texas Administrative Codes, Title 1, Part 3, Chapter 70. In general, charges for copies of public information are to recover the cost of materials, labor, and overhead. No sales tax shall be applied to copies of public information.

Service / Item	Fee
Standard-size paper copy	0.10
Diskette	1.00
Magnetic tape	Actual cost
Data cartridge	Actual cost
Rewritable CD (CD-RW)	\$1.00
Non-rewritable CD (CD-R)	\$1.00
Digital video disc (DVD)	\$3.00
VHS video cassette	\$2.50
Audio cassette	\$1.00
Other electronic media	Actual cost
Oversize paper copy	\$0.50
Other specialty paper	Actual cost
Labor charge (for locating, compiling, manipulating, and reproducing)	15.00/hour
Overhead charge	20% of labor charge
Remote document retrieval charge	Labor charge
Computer resource-Mainframe	\$10.00/CPU minute
Computer resource-Mid-size	\$1.50/CPU minute
Computer resource-Client/Server	\$2.20/clock hour
Computer resource-PC or LAN	\$1.00/clock hour
Miscellaneous supplies	Actual cost
Postage and Shipping	Actual cost
Other (e.g. credit card transaction fee)	Actual cost

Please Note:

An estimate of charges will be provided if the amount exceeds \$40. Additionally, GCHD may request a 50 percent deposit if the estimated charges exceed \$100.

Notary Services Fees

Notary Service Fees are in compliance with Texas Government Code Section 406.024.

A Notary republic taking the acknowledgment or proof of a deed or other instrument in writing, for registration, including certificate and seal, is \$6.00 for the first signature and \$1.00 for each additional signature.