

City of Glen Rose, Texas

Public Information Request Fee Policy

Effective Date: September 23, 2025

Purpose:

This policy establishes the fee schedule for processing public information requests submitted to the City of Glen Rose, Texas, in accordance with the Texas Public Information Act (Texas Government Code, Chapter 552).

Policy Statement:

The City of Glen Rose is committed to transparency and timely access to public records. This policy outlines the applicable fees for labor, copies, electronic media, and other related costs incurred during the fulfillment of public information requests.

Section 1: Labor Charges

- Labor for locating, compiling, and reproducing public information: \$15.00 per hour
- Labor charges apply only if the request exceeds 50 pages or requires programming/intermediate processing
- Overhead charge: 20% of applicable labor charges

Section 2: Copy Charges

- Standard paper copy: \$0.10 per page
- Oversized paper copy: \$0.50 per page

Section 3: Electronic Media

- CD/DVD: Actual cost
- USB Flash Drive: Actual cost
- Diskette: Actual cost

Section 4: Other Charges

- Postage and shipping: Actual cost
- Miscellaneous supplies (folders, envelopes, etc.): Actual cost

Section 5: Estimates and Modifications

- If estimated charges exceed \$40.00, a written itemized statement will be provided
- Requestors may modify their request in response to the estimate

Section 6: Fee Waivers

- Fee waivers or reductions may be granted under the following conditions:
 - - The governmental body determines that access to the information primarily benefits the general public

- - The requestor is a member of the media or academic institution conducting research for public dissemination
- - The requestor is a nonprofit organization or advocacy group requesting data for public education
- Examples of Eligible Waivers:
 - - A journalist requesting city council meeting minutes for publication
 - - A university professor requesting zoning data for a public research project
 - - A nonprofit requesting environmental reports for community awareness
- Waiver requests must be submitted in writing and will be evaluated on a case-by-case basis by the City Secretary's Office.

Contact Information:

City Secretary's Office

201 NE Vernon St, Glen Rose, TX 76043

Phone: (254) 897-2272

Website: www.glenrosetexas.org

This policy is subject to revision in accordance with changes to state law or city administrative procedures.