



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
6/16/05

REVISION  
5

PAGE  
A2-100.1.7

SUBJECT

REQUESTS FOR RECORDS

SUB-TOPIC  
TEXAS PUBLIC INFORMATION ACT

RECOVERY OF COSTS AND GUIDELINES, Continued

TABLE 3

Information that is Not Readily Available:

- Cost of copy (standard-size 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)

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\$ TOTAL CHARGE

- f. Billing Form: Exhibits A3 and A4 are the billing forms to be used for the invoicing of requests for public records.
4. The entire amount of fees collected pursuant to policies outlined herein should be deposited back to the appropriate fund from which costs were incurred.

REGISTER OF REQUESTS FOR PUBLIC INFORMATION RECEIVED

U.T. System Administration and institutions shall maintain a register which records receipt and processing of requests for public information.

The Register of Public Information Requests for The University of Texas at Dallas is maintained by the Office of the Vice President for Business Affairs. Each University area that has obtained the approval of the Vice President for Business Affairs to process routine requests for records, such as mailing addresses or labels, should complete a register page (Exhibit A5) and forward it to the Office of the Vice President for Business Affairs on a monthly basis.