

# GALVESTON COUNTY HEALTH DISTRICT

*Protecting and Promoting the Optimal Health and Well-Being of Galveston County*

**Ben G. Raimer, MD**  
Chair, United Board of Health

**Philip Keiser, MD**  
Local Health Authority



**Kathy Barroso, CPA**  
Chief Executive Officer

Approved  
UBOH- 4/24/2019

## 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.

<b>Service / Item</b>	<b>Fee</b>
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	15.00/hr
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

## 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.