

**STEVEN E. GREENWELL
LAVACA COUNTY SHERIFF**

PUBLIC RECORDS REQUEST FEE CHART

*Below is the Lavaca County Sheriff's office fee chart based on the **Texas Public Information Act (TPIA)** guidelines set by the **Texas Attorney General**. These guidelines ensure consistency, fairness, and legality when charging for public records.*

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>FEE</u>
Standard Paper Copies	One-sided, letter or legal size (8.5x11 or 8.5x14)	\$0.10 per page
Crash Reports	Accident / Crash reports by this department	\$6.00
Body Camera Video	Body Cam footage (depending on size of video: email or flash drive)	\$10.00 (+) \$1.00 per minute
Mobile Video Recordings	Recording from the vehicle video system (depending on size of video: email or flash drive)	\$10.00 (+) \$1.00 per minute
Personnel Time (Labor charge)	For locating, compiling, and reproducing and any copies over 50 pages (15 mins grace)	\$15.00 per hour
Overhead Charge	20 % of labor charge	Varies per request
Programming Time	Required for compiling data from electronic media	\$28.50 per hour
Electronic Copies	PDF or other formats	Varies per request + (unless time/labor involved)
USB Drive	USB Flash Drive (depends on size of requested information)	\$ Actual Cost
Postage/Shipping	Will be mailed Certified with Return Receipt	\$ Actual Cost
Miscellaneous Supplies	Binders, folders, envelopes, or other necessary or requested materials	\$ Actual Cost
Fax Charges	Local or long distance	\$0.10 per page
Remote Document/Retrieval Fee	If offsite retrieval is necessary	\$ Actual Cost (may vary) + \$15.00 per hour labor

Additional Notes:

- Minimum cost of \$1.00 for copies. If more than 10 pages, standard charges will be assessed.
- If the total cost is estimated to exceed **\$40.00**, the requestor will be provided with an **itemized written estimate** before work begins.
- Lavaca County Sheriff's Office may **require a deposit** if costs exceed **\$100.00** or if the requestor has a history of nonpayment.
- Payment for Request: **Money Order or Cashier Check ONLY**, payable to Lavaca County Sheriff's Office.
- Must provide a valid State issued Driver's License or Identification Card with any request.
- Request MUST be written request are only accepted in one of the following forms:
In Person: at Lavaca County Sheriff's Office 38 FM 318, Hallettsville, TX 77964
By Mail: Lavaca County Sheriff's Office, Attn: Records Unit, P.O. Box 373, Hallettsville, TX 77964; or
By Email: LCSOpblicrequest@co.lavaca.tx.us

The Public Records Request Fee Chart is subject to be changed at the discretion of the Lavaca County Sheriff's Office