

No. IT-016	Policy Name: Data Purchasing
Effective Date: 7-1-2011 Last Revised Date: 7-3-2014	Citywide Policy _ IT Policy _ IT Procedure <u>X</u>
Approved By: IT Director	

## Data Purchasing

The real estate file is sold at \$280 a copy. This price is based upon 2 hours of labor at \$50/hour, 1 hour at \$125/hour, \$5 for materials, and a \$50 equipment usage fee.

Partial data extracts and reports are as follows:

The price for data extracts is \$125/hour labor (prorated to nearest 15 minute increment), plus materials, and a \$50 equipment fee for extracts with labor costs exceeding 2 hours.

For small items (1-2 pages), extracts are provided free of charge if labor is "incidental" (less than 15 minutes) and requested "on occasion".

