

1204 DOCUMENT COPIES FOR CUSTOMERS - POLICY

Policy Effective: August 9, 2004

PURPOSE/BACKGROUND:

To establish a fee schedule for photocopy services for Department non-employees according to the Government Records Access and Management Act (GRAMA).

REFERENCES:

DWS GRAMA Rule (R982-201 Utah Admin. Code)

POLICY:

For non-employees, the following fees apply:

1. Fees for copies:

0-30 business-related copies	Free
31 or more copies	\$.10 per page, after 30 free pages
2. Fee for faxes:

0-10 business-related and local call	Free
10 or more pages and local call	\$2.00 per page, after 10 free pages
Any length fax with long-distance call	\$2.00 per page
3. Specific research by staff: \$10.00 per hour, plus expenses.
4. Collection Process
 - A. Cash collected should be deposited as a dedicated credit in each region as outlined by the ASM.
 - B. Funds should not be combined with petty cash.
 - C. Provide receipts to customers upon request.
5. Exceptions:
 - A. Information provided to other governmental entities, or to the public for the purposes of public relations are free.
 - B. Certain Department functions (ie. BLS and some LMI reports) may set a price to the public.
 - C. Fees or copying costs should not be charged to a program recipient or authorized agent of a program recipient, for purposes related to those programs.