

STATE OF ALASKA DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS STANDARD OPERATING PROCEDURES	NO	PAGE 1 of 2
	ISSUED 7/12/2006	EFFECTIVE Upon Issuance
SUBJECT Requests for Copies of Public Records	APPROVED BY: //signed//	
CHAPTER 19	Craig E. Campbell Commissioner	

PURPOSE:

The purpose of this Standard Operating Procedure is to establish procedures and fees to be used when responding to requests for copies of DMVA public records to non-state agencies and individuals.

DISTRIBUTION:

All DMVA Divisions.

AUTHORITY:

AS 40.25.110 – AS 40.25.220
6 AAC 95.010 – 6 AAC95.900

DEFINITION:

DMVA's public records include books, papers, files, accounts, writings, including drafts and memorializations of conversations, and other items, regardless of format or physical characteristics that are developed or received by the department or by a private contractor for the department and are preserved for their informational value or as evidence of the regularly conducted and/or regularly recorded activities of the department and its divisions.

POLICY:

1. DMVA personnel will duplicate and/or provide copies of public records (see AS 40.25.120 for exceptions) when requested by public individuals or agencies in accordance with the provisions contained in 6 AAC 95.010-900. This information includes any records the Department collects, compiles or publishes (including information regarding data bases used to maintain public information).

2. The following fee schedule will be used when responding to requests for copies of departmental records.

10 pages or less – No charge

11 pages or more - 15 cents page (Minimum Fee: \$5.00)

Fee Schedule Notes:

a. The fee per copy is the same for single or double sided copies.

b. If the time required to search for and copy documents exceeds 10 hours in a calendar month to complete, the requestor will be required to pay additional costs for each hour in excess of 10 hours. These costs will be equal to the hourly costs of salary and benefits for the person searching for and copying the requested documents.

3. Requests for materials routinely published for public information, including pamphlets, published maps, copies of speeches, press releases, educational materials, blank forms and applications, will be provided out of existing stocks at no charge.

4. Requestors will be provided an estimate of the copying fees and/or search costs whenever their request will generate a fee. Except in the case of news organizations, fees must be paid before the records are copied. Payment in advance may be waived if the requestor and the Department agree in writing to mutually acceptable time frames for payment. Payment should be by check made out to the State of Alaska and sent to DMVA/DAS for processing.