DPHHS Copying Cost Policy

No charge for the first 20 pages.

If more than 20 pages are requested, the charge is 20 cents per page starting with the first page, e.g., the cost or a 30-page document is $6.00.

It is permissible to request that payment be made in advance, and it is recommended that advance payments be made on large orders.

Additional fees may be collected to recoup the costs associated with the time it takes for an employee to search for the requested documents. This is appropriate in those situations taking more than 15 minutes to locate the documents. The employee's hourly salary plus fringe benefits should be included. Be sure to provide the requesting party with an estimate of these costs before the work is done. This would also be an appropriate time to request advance payments.

For large copying requests, it is permissible to send the information to a private company for copying. The requesting party should pay the costs directly to the private company. This is a means of avoiding tying up limited copying machines in the department. The department employee should deliver the documents to the private company and their time charged to the requesting party.