

1050.0.0 CHARGES FOR COPYING DOCUMENTS

This policy establishes a uniform standard regarding charges for copies (i.e., non-official departmental business and the Arkansas Freedom of Information [FOI] Act) provided by the Department of Human Services (DHS) to clients, DHS employees and the general public. It is applicable to all divisions/offices.

1050.1.0 Charges will be Assessed as Follows:

- 1050.1.1 DHS staff will provide copies at no cost to the requesting person, except for requests exceeding one-thousand (1,000) pages and special request electronic information that requires over two hours of programming (as defined in DHS Policy 1053, Freedom of Information Act).
- 1050.1.2 A charge of ten (10) cents per copy will be made for all copies exceeding 1,000 and advance payment (cash, certified check, money order and/or purchase order) is required.
- 1050.1.3 For special request electronic information the amount charged will be for the actual, verifiable costs of personnel time exceeding two hours associated with the tasks at the salary or rate of the lowest paid employee or contractor who, in the opinion of the Chief Information Officer, has the necessary skill and training to respond to the request.
- 1050.1.4 A fee will not be charged for copies of records, policy, or other material when DHS is mandated by Federal Law, by State Law or DHS Policy to provide such documents. A fee will not be charged when document provision is deemed to be official departmental business.

1050.2.0 Disposition Of Money Collected

Division/office directors will designate staff to issue receipts for all monies collected in their locations and forward the accumulated monies, less money order fee, to the Office of Fiscal Management, Accounts Receivable, Cash Receipt Unit, Donaghey Plaza West, Slot # WG2, Little Rock, AR 72201 with sufficient information for the transaction to be processed. Monies will be forwarded quarterly or when a balance reaches \$50.00, whichever occurs first.

1050.3.0 Originating Section/Department Contact

Office of Administrative Services
Human Resources/Support Services Section
Policy and Administrative Program Management
P.O. Box 1437/Slot Number W403
Little Rock, AR 72203-1437
Telephone: 682-5835

Replacement Notation: This policy replaces DHS Policy 1050 dated May 8, 1989.