

Presented by: The Manager
Introduced: 11/22/2004
Drafted by: L.J. Sica /
J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2288

A Resolution Establishing the Fees for Copying, Certifying or Conforming Documents of the City and Borough of Juneau, and Repealing Resolutions No. 321, and 125.

WHEREAS, the Assembly, by Resolution 125 (dated June, 1972), ratified and approved continuation of City of Juneau Resolution 321 (dated May, 1968), approving fees for copying, certifying or conforming documents of the City and Borough of Juneau; and

WHEREAS, Alaska Statute AS 09.25.110 requires public agencies to provide access to, and copies of, public documents upon request, at a standard unit cost for duplication; and

WHEREAS, the current fees for copying outlined in Resolutions 125 and 321 exceed the standard cost of duplication.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. City and Borough of Juneau Copy Fees. The following policy and fee are established for producing copies of public records of the City and Borough of Juneau, Alaska:

- A. Unless specifically provided otherwise, the public records of the City and Borough of Juneau are open to inspection by the public under reasonable rules during regular office hours. The employee having the custody of public records shall give on request and payment of the fee established under this section a certified copy of the public record.
- B. Except as otherwise provided in this section, the fee for copying public records may not exceed the standard unit cost of duplication established by the City and Borough of Juneau print shop.

- C. At the custodian's option, the records may be delivered to a local privately operated print shop for copying, and the cost of duplication will be the charges incurred at the private print shop.
- D. If the production of records for one requester in a calendar month exceeds five person-hours, the City and Borough of Juneau shall require the requester to pay the personnel costs required during the month to complete the search and copying tasks. The personnel costs may not exceed the actual salary and benefit costs for the personnel time required to perform the search and copying tasks. The requester shall pay the fee before the records are disclosed, and the City and Borough may require payment in advance of the search.
- E. The City and Borough may reduce or waive a fee when it determines that the reduction or waiver is in the public interest. Fee reductions and waivers shall be uniformly applied among persons who are similarly situated. The City and Borough may waive a fee of \$5 or less.


Section 2. Repeal of Resolutions. Resolutions Serial No. 125 and 321 are repealed.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 22nd day of November, 2004.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk