

MEMORANDUM

This Guidance Document is not new law but is an agency interpretation of existing law. For more information or to provide input on the document, please contact the Administrative Assistant at 208-287-4800. (Feb.2020)

TO: Water Management Division

Amended Records No. 7

FROM: Jeff Peppersack 

DATE: August 19, 2011

RE: **CHARGES FOR COPIES**

This memo supersedes Records Memorandum No. 7 amended April 16, 2001

Recent changes to the Public Information Act require a change to the Department's charges for copies.

This memo addresses the charges for copies only. Should there be a need for research services, see Amended Records Memo No. 4.

Per Idaho Code § 9-338, every person has a right to examine and take a copy of any public record. Generally individuals, companies or government agencies seeking information requiring copies from the Department should reimburse the Department for the cost of the copies that exceed 100 pages. Exceptions include watermasters, government agencies from whom we regularly receive free copies, and other incidental requests which may assist the Department in carrying out its duties.

While Idaho code provides that the Department may charge for more than 2 hours of labor to copy documents, the Department will not implement a charge for labor at this time. The Department may reevaluate this decision at a later date if labor costs become excessive.

Current charges for copies of Department records are shown on the attached sheet. These charges are subject to change, so the latest published charges of the Department should be used for all copy types.

In addition, the fee for certification of copies of Department records as true and correct copies is **\$1.00** for each document.

In situations where the need to reimburse the Department for copies is in question, the regional manager or section manager is responsible for that decision.

**STATE OF IDAHO
DEPARTMENT OF WATER RESOURCES**

CHARGES FOR COPIES

NOTE: No charge for the first 100 pages.

TYPE OF COPY	FEE PER PAGE
Black and white letter/legal copies	\$0.01
Black and white 11x17	\$0.02
Color	\$0.06

Certified copies are \$1 per document (the note above does not apply).