



**GEORGIA**  
DEPARTMENT OF NATURAL RESOURCES  
CHRIS CLARK, COMMISSIONER

June 24, 2009

To: DNR Employees

From: Emily Hitchcock  
Executive Legal Counsel

Re: Copying Charges

At its June 24, 2009 meeting, the Board of Natural Resources adopted a Resolution (signed copy attached) directing the Commissioner of DNR and the Director of EPD to periodically review the Department's procedures related to the copying charge and to make appropriate adjustments. At the same meeting, Director Couch and Commissioner Clark informed the Board that, if the Resolution was adopted by the Board, they intended to revise the copying charge guidelines effective July 15, 2009 to increase the copying charge from the current 10 cents a page to the statutory 25 cents a page and to eliminate the first 25 free pages.

Attached are the Copying Charge Guidelines, effective July 15, 2009. Note that the 25 cents per page charge is intended to cover copying time; additional charges should not be imposed for time spent making copies in most cases. Note also that documents on which public comment is being solicited which are not available online may still be provided at no charge. **Please take immediate steps to ensure the revised Guidelines are implemented on July 15.**

In addition, the Department needs to continue to look for opportunities to increase public participation by making documents available through the DNR web site. I know that each of you join me in committing to do that to the best of our ability.

Your Division Open Records coordinators are familiar with these changes, and can assist with questions on implementation.

EPH:

Enclosures

cc: Carol Couch (w/encl)  
Chris Clark (w/encl)

## Copying Charges Guidelines

- ◇ copies of proposed permits, orders, rules and Board policies are to be made available on the website whenever possible
- ◇ no charges for requests from media
- ◇ charge 25 cents per page for copies (paper or scanned)
- ◇ if small number of documents, may copy and transmit in response without charge
- ◇ copies of proposed DNR actions may be provided at no charge if the document is not available online
- ◇ reasonable charges may be collected for search, retrieval and other direct administrative costs; charge hourly rate of lowest paid employee able to competently identify, assemble and produce the materials beginning after the first quarter hour
- ◇ charges for reproduction of materials other than standard paper size should be based on the costs incurred by DNR
- ◇ notify person of estimated cost of copying and any applicable administrative fees; may request payment prior to copying
- ◇ work load permitting, staff will copy up to 100 pages while person waits or, if selected material exceeds 100 pages, will copy as soon as reasonably possible
- ◇ individuals may bring their own copying machines

## A RESOLUTION

### PUBLIC INVOLVEMENT TASK FORCE COPYING CHARGES

**WHEREAS**, the Board of Natural Resources values public participation and believes that the Department of Natural Resources should take steps to ensure that public participation is embraced consistently throughout the Department; and

**WHEREAS**, the Board of Natural Resources adopted a resolution approving certain recommendations made by the Public Involvement Task Force on September 24, 2003 pertaining to rulemaking, public meetings, new policies and access to documents; and

**WHEREAS**, one recommendation under access to documents adopted by the Board in 2003 required that the Department provide free copies of proposed actions, provide up to 25 pages free and reduce the subsequent copying costs to 10 cents per page; and

**WHEREAS**, the Department today makes many documents available through its web site, and the Department remains committed to making more and more documents readily available electronically in order to increase public participation, move toward a paperless public participation process and reduce the burden of reproducing documents on the staff; and

**WHEREAS**, the Board of Natural Resources recognizes that the determination of the charge for copying paper documents should be a business decision of the Department based on a consideration of a number of factors, including fostering public participation through environmentally sound practices and managing the Department's resources.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Natural Resources directs the Commissioner of Natural Resources and the Director of the Environmental Protection Division to periodically review the Department's procedures related to copying costs and make appropriate adjustments to ensure that public access to documents is accommodated and not impeded due to the copying charges.

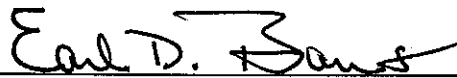
Adopted this 24th day of June 2009.

Respectfully submitted by:



Bill Carruth, Chairman  
Board of Natural Resources

ATTEST:



Earl D. Barrs, Secretary  
Board of Natural Resources