

JACKSON COUNTY UTILITY AUTHORITY

PUBLIC RECORDS REQUEST

Contact Information

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

Please identify the public records you are requesting as specifically as possible:

Staff will review and estimate the amount of time necessary to fulfill your request. Your request may take a minimum of three days to process. Fees will be charged pursuant to the attached fee schedule. That amount will be required to be pre-paid at the time the request is made. If the actual cost of providing the records is less than the estimate, a refund will be given. If the actual cost exceeds the estimate, the balance must be paid prior to the department releasing the requested records. You may be required to pay the costs of processing your public records request even if no records are found, or if the records are exempt from disclosure. There are numerous exceptions to the public records law that allows a public body to refuse to disclose public records. Public bodies such as the JCUA are not required to explain or answer questions about their public records. They are also not required to create public records where none exist.

Signature

Date

ESTIMATED CHARGES PER STAFF \$ _____

Staff Initials: _____

Comments: _____

Approved: _____

Denied: _____

PUBLIC RECORDS OFFICER

**JACKSON COUNTY UTILITY AUTHORITY
PUBLIC RECORDS POLICY
FEE SCHEDULE**

The following fee schedule is applicable:

- \$.25 per copy (single side only and 8.5” x 11” pages or less)
- \$25.00 - \$35.00 (or actual printing cost) for maps or documents over 8.5” x 11”²
- \$2.50 each for certified copies/transcripts per page
- \$10.00 per hour copy fee
- \$1.00 per sheet for faxes (plus phone charges)
- \$50.00 per hour for research time and \$125.00 per hour for Legal services utilized in locating and/or determining eligibility for release (+ the charges per copy)
- \$50.00 per hour for computer research time (+ the charges per copy)
- \$100.00 per hour for Engineering related research and computation (+ the charges per copy)
- \$125.00 per hour for Legal related research and computation (+ the charges per copy)
- If the document(s) is to be mailed, postage will charged.
- All charges are to be paid in advance of receipt of the request.
If the exact charges are unknown, the JCUA will request a reasonable advance of fees