

NEBRASKA POWER REVIEW BOARD

BOARD POLICY NO. 3 REIMBURSEMENT FOR PHOTOCOPYING EXPENSES

I. Purpose.

This policy establishes the amount that the Board will charge for copies of public records within the Board's possession, made by the Board's staff.

II. Policy Applicability and Explanations.

- A. There shall be no charge for requests involving thirty-five (35) copies or less subject to the provisions set out in subsection II B below.
- B. For copy requests of less than thirty-five copies but where the Board's staff will be required to expend over one-half hour searching for specific records, reimbursement may be collected for staff time. For requests involving over thirty-five (35) copies, in addition to any per copy charges reimbursement for staff time over one-half hour will be collected.
- C. Double-sided copies made on a single sheet of paper will be treated as two copies for purposes of this policy.

III. Reimbursement Charges For Public Records Maintained by the Board.

- A. Records maintained on paper.
 - 1. The charge will be twenty cents (.20) for each photocopy made on standard 8 ½ X 11 inch or legal size 8 ½ X 14 inch paper.
 - 2. The charge will be thirty cents (.30) for each photocopy made on 11 X 17 inch paper.
 - 3. For copies of large maps or other documents which require specialty copying equipment, costs will be assessed for the actual cost of the copies made and the staff time involved.
 - 4. Copies made by the Board will be black and white, even when original documents are in color, unless prior arrangements are made with the Board. Additional expense may be charged for color copying. Reimbursement will be for actual costs of copying, including paper and staff time.

B. Records maintained electronically.

1. If the person requesting records maintained on the Board's computers supplies the Board with a formatted disk, the charge will be based on the time it takes the Board's staff to transfer or copy the files requested onto the disk. The Board will not supply formatted disks.
2. The charge will be twenty cents (.20) per page for each copy of a document maintained electronically that is printed out on the Board's printer.

IV. Postage Expense.

Actual postage costs incurred to mail photocopies of public records to individuals requesting those documents will be added to the total cost to be reimbursed. The Board will send documents via first class United States mail unless the requesting party makes other arrangements with the Board. There will be no postage reimbursement required for copy requests involving 35 or fewer copies.


V. Waiver of Reimbursement Charges

- A. The Board will normally not collect reimbursement for photocopies made at the request of any Nebraska power supplier (including its agents or representatives) that is assessed by the Board for its operating expenses. The expenses incurred due to the Board's normal business activities involving these entities are already recovered through the assessments levied against Nebraska's power suppliers pursuant to Neb. Rev. Stat. § 70-1020.
- B. The charges for reimbursement may be waived by the Board Chair or the Executive Director for good cause.

VI. Deposits.

If the Board's staff estimates that the cost of photocopying or otherwise copying the public records will total \$50.00 or more, the Board may require that the estimated cost of the copying be deposited with the Board prior to making the copies. If the cost of the copying is less than amount deposited, the unused portion of the deposit will be promptly returned to the party making the request.

Approved at NPRB Meeting Nov. 8, 2002
(Original version approved May 19, 2000).



Timothy J. Texel
Executive Director