

DAS is soliciting feedback from agencies regarding the impact of implementing DAS Policy number 107-007-030, the statewide standardized fee-structure.

Impact on Agency Budget and Staff Capacity

Agencies should submit specific information demonstrating that implementation of the Policy has significantly impacted the agency financially or that implementation has created capacity issues by increasing the amount of time spent by agency staff on public records requests to comply with the requirements within the Policy. Agencies must be able to show that implementation of the policy caused:

- increased costs;
- required substantial agency subsidization of total costs;
- an increase in the number of requests received or an increase in the number of requests that can be completed in 30 minutes or less;
- an increase in the total amount of staff time dedicated to fulfilling PRRs.

*The additional time spent by an agency/agency staff to change business processes and train staff in accordance with the Policy should not be factored into the overall impact of implementation as describe above.

Fixed-fee/rate Records

If, throughout the implementation process, an agency identifies additional documents or record-types for which agencies would like to establish a fixed-fee/rate, agencies must submit a request for an exemption in writing to DAS, Office of the Chief Operating Officer for consideration. The request should provide a clear justification for exempting the record-type, the proposed fixed-fee/rate, and the calculation used to generate the proposed fee/rate.

Public Records Related Functions and Standard Hourly-rates for Staff Time

If, throughout the implementation process, agencies identify a work-function related to fulfilling a public records request that is not captured within the tiered-rate structure, that information should be submitted with the rest of the agency feedback so that additional clarification can be provided and/or adjustments can be made, as necessary.