

To Recoup Actual Cost for Copies, Seek Variance from GSC

As amended by HB 951, the Public Information Act now allows local governments to charge up to 25 percent more (or 12.5 cents) for copies than the rate established by the General Services Commission to recover their actual costs without having to file for a variance.

If actual costs are more than 25 percent higher, the agency may still file for a variance from the GSC.

An application to the GSC for such a variance must contain the following information:

1. A statement identifying the subsections of the General Services Commission Rules for which an exemption is sought;
2. The reason the exemption is requested;
3. A copy of the proposed charges;
4. Supporting documentation, such as invoices, contracts, and
5. The name, title, work address and phone number of a contact person at the public entity.

If there is good cause to grant the exemption – for example, if the request is duly documented, reasonable and in accordance with generally accepted accounting principles – the exemption shall be granted.