

OFFICE OF STATE AID ROAD CONSTRUCTION			S.O.P. NO. SA I-1-10
STANDARD OPERATING PROCEDURES			Page 1 of 2
Subject: S.O.P. COST OF DOCUMENT REPRODUCTION			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 2 S.O.P. NO. EFFECTIVE:	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To Establish a Procedure for Uniform Charges and Fees for Reproduction of Documents of Record of the Office of State Aid Road Construction.

All document search will be done personally by the individual, firm or their representative requesting reproduction in the presence of a State Aid staff member. Each document will be marked for copying by the searcher. Actual reproduction will be made by a State Aid staff member.

All document requests will be approved or denied within fourteen (14) working days after the request is made.

Some documents are exempt as privileged by law and not available for inspection. Examples are personnel records, appraisals, permits, attorney communications and work products of attorneys. Further, records furnished to public bodies by third parties which contain trade secrets or confidential commercial or financial information shall not be subject to inspection. To comply with the Public Information Law, prior written permission should be given by the third party for release of documents. If no permission is obtained, the third party must be advised that the documents will be released within fourteen (14) working days of the original request unless the third party obtains a court order prohibiting the same.

In all matters involving potential litigation with the Office of State Aid Road Construction or a county, written approval by the MDOT Legal Division must be in hand prior to any document search. If written approval is not in hand, a member of the legal staff must be present during the document search.

Cost of reproductions and certifications will be payable by the requesting individual, firm or their representative in advance of receipt of documents. The following schedule of charges and/or fees are applicable:

PHOTOCOPY REPRODUCTIONS:

8½" x 11"	\$0.25 per page
8½" x 14"	\$0.35 per page
11" x 17"	\$0.75 per page
12" x 18"	\$1.00 per page
24" x 36"	\$2.00 per page

Minimum charge of \$5.00 per request

MICROFILM REPRODUCTIONS:

8½" x 11"	\$1.00 per page
-----------	-----------------

Minimum charge of \$5.00 per request

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA I-1-10 Page 2 of 2
Subject: S.O.P. COST OF DOCUMENT REPRODUCTION			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 2 of 2 S.O.P. NO. EFFECTIVE:	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

COMPUTER PRINTOUTS:

8½" x 11"	\$0.25 per page
8½" x 14"	\$0.35 per page
11" x 17"	\$0.75 per page
12" x 18"	\$1.00 per page
24" x 36"	\$2.00 per page

Minimum charge of \$5.00 per request

ELECTRONIC FILES:

Floppy Disk	\$1.00 per disk
CD Disk	\$5.00 per disk
DVD Disk	\$10.00 per disk

**MISSISSIPPI STANDARD SPECIFICATIONS
FOR STATE AID ROAD AND BRIDGE
CONSTRUCTION** \$20.00 per book

CERTIFICATION OF DOCUMENTS: \$3.00 first copy or cover letter
\$1.00 each additional page

Minimum charge of \$5.00 per request

Additional fees incident to document production may include personnel charges for the time expended in the actual searching, reviewing and/or duplicating of documents and if applicable, the mailing of copies of said public documents.

All denials of document requests shall be in writing, shall state the reasons for denial, and shall be kept for record in the Office of State Aid Road Construction and the MDOT Legal Division for not less than three (3) years from the date of denial.