

# HAINES BOROUGH

## Charges for Office Services

### Photocopying or Printouts

*Note: Each side of a page counts as one. For example, a double-sided copy counts as two. The rates are based on a per visit basis. A document search fee may apply (see "Other Services" below).*

- Public Information & Borough Business**

	Std 8½x11	Legal 8½x14	11x17	13x19
Up to 10	No charge	No charge	No charge	\$3.00 each
11 to 20	No charge	25¢ per copy	40¢ per copy	\$3.00 each
More than 20	40¢ per copy	50¢ per copy	\$1.00 each	\$3.00 each
Certification of Copies	\$10.00 fee per seal			
Electronic copy of Borough Property Tax roll	<u>\$35.00</u> (not including media or GIS data) or \$45 with a flash drive			
Large format scan-to-plotter use	\$3.50 per square foot			

### Other Services:

	Borough Business	Personal & Private Business
Faxing	No charge	Outgoing - \$3.25 1 <sup>st</sup> page; \$1.50 each additional Incoming - \$1.50 page <b><u>(Radio shack is cheaper)</u></b>
Notary	No charge	\$5.00 per notary stamp
Flashdrive	\$10.00 each when purchased from borough	
Document Search and/or Processing	If the production of records for one requester exceeds 5 hours in one calendar month, the requester will be required to pay for the staff time needed to complete the request. As per AS 40.25.110  Rates from \$22.98 to \$84.69 per hour will be charged based on the fully benefitted cost of the staff performing the work. Prepayment will be required for searches estimated to cost more than \$200. All fees must be paid in full before the release of documents.	
<b><u>Civil Service of Process</u></b>	<b><u>\$ 50.00 (includes two attempts and written proof of service)</u></b>	

Revised by Debra Schnabel, Manager  
Posted 4/30/19 by Alekka Fullerton, Borough Clerk