



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	20¢ per copy	30¢ per copy	\$3.00 each
More than 20	20¢ per copy	25¢ per copy	50¢ per copy	\$3.00 each
Color Printouts	\$1.00 each	\$1.00 each	\$2.00 each	\$3.00 each
Certification of Copies	\$1.00 additional fee per seal			
Property data	Electronic copy of complete Borough real property data \$35.00 (not including media)			

- Personal & Private Business**

	Standard 8½x11	Legal 8½x14	11x17
Any quantity b/w only	25¢ per copy	30¢ per copy	50¢ per copy

- Maps & Plots**

Large format scan-to-plotter use	\$3.50 per square foot
Plotting an existing image	\$3.00 per square foot
Scan to CD	\$7.00 per CD
Photo Plotting (by special order only)	\$4.50 per square foot

Other Services:

	Borough Business	Personal & Private Business
Faxing	No charge	Outgoing - \$3.25 1 st pg.; \$1.50 additional Incoming - \$1.50 page
Notary	No charge	\$5.00 per notary stamp
CD	Existing electronic files (data or audio) \$1.00 each	\$5.00 each
Scan to CD	\$3.00 each	\$7.00 each
Flashdrive	\$7.50 each	
GIS	(CD, USB Drive, or FTP upload): \$150.00 All Data for Public Agencies, Non-Profit Agencies, Educational Institutions & Students: No Charge	
Mailing/Postage:	Envelopes or Packaging: Actual cost of supplies Passport Renewal: \$5.05 to mail a renewal passport application for the public	
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 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.	