



COMMONWEALTH of VIRGINIA

Department of Corrections

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MEMORANDUM

TO: Operating Procedures Users

FROM: A. David Robinson, Chief of Corrections Operations

Signature Copy on File

SUBJECT: Document Copying and Printing Charges

Several operating procedures refer to charges for providing copies to staff, offenders and outside entities. This memorandum sets the copying and printing charges for documents provided under DOC operating procedures and supersedes all previous copy charge rate memoranda.

Effective immediately the following rates apply:

- Charge for each printed page or copy – ten cents (\$.10)
- Handling charge – one dollar (\$1.00) plus any postage or shipping cost (cheapest available or as requested by recipient)
- Reasonable costs, not to exceed the actual cost of labor for additional research required to locate and copy records that are not readily available for copying, such as records that are archived or are maintained on microfilm or computer databases. Note: Any record information on a currently active offender (except previous incarcerations under different numbers) is considered readily available and is not subject to additional charges for research.

These charge rates apply to any documents provided from this date forward.

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