



COMMONWEALTH of VIRGINIA

DEPARTMENT OF CORRECTIONS

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MEMORANDUM

TO: Operating Procedures Users
FROM: John Jabe, Deputy Director of Operations
SUBJECT: Copying Charges for Offender Records Information

Signature Copy on File

Several operating procedures (including 050.1, *Incarcerated Offender Records Management*; 050.6, *Offender Access to Record Information*, 701.3, *Medical Records*) refer to charges for providing copies. This memorandum sets the copying charges for documents provided under these or similar procedures and supersedes all previous copy charge rate memoranda.

Effective immediately the following rates apply:

- Charge for each page or copy – twenty-five cents (\$.25)
- 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 requests processed from this date forward. Any requests previously quoted under old rates should be delivered at the rate quoted.

jgb