

GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE	No.: *SOP-115	Issued: 3/11/03
	Prepared By: <i>[Signature]</i> Sandra D. Perez, Personnel Specialist IV	
	Concurred By: <i>[Signature]</i> Julie L. Quinata, Personnel Services Administrator	
Title: CHARGES FOR PHOTOCOPYING DOCUMENTS	Approved By: <i>[Signature]</i> John M. Benavente, General Manager	
Effective Date: <u>3/16/03</u> Supersedes No.: Page 1 of 2		

I. PURPOSE:

To ensure compliance with §10203 of Title 5, Guam Code Annotated and all applicable rules, regulations, policies and procedures regarding the "Freedom of Information".

To defray the costs of duplication towards the maintenance of the Authority's equipment and supplies used.

II. SCOPE:

All persons of the general public, media, employees within the Authority, or any other department, agency or instrumentality of the government of Guam, including all autonomous agencies and instrumentalities shall be assessed a fee for the copying of any public document(s) within GPA.

III. AMOUNT OF FEE:

The Authority shall charge a fee of ten cents (10¢) for the first page of any requested public document, and two cents (2¢) each for any remaining pages.

IV. DOCUMENTS TO BE CHARGED:

The Authority shall assess a fee towards the copying of the following:

1. Employment application forms previously submitted as a result of a job announcement.
2. Attachments submitted with an application form (i.e. resume, certificates, letters, transcripts, police clearance, court clearance, traffic clearance, etc.)
3. Any document(s) contained in the employee's jacket.
4. Employment application forms when there are no published job announcements for GPA.
5. All other public documents within GPA.

V. LIMITATION OF THE RIGHT OF INSPECTION:

The Authority shall assess a fee for the copying of government documents, except in the case of the following:

1. Records pertaining to pending litigation to which the agency is a party, until the pending litigation to which the agency is a party has been finally adjudicated or otherwise settled.

2. Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy. All information regarding salary, and the name, age, and mailing address of each employee of the Authority shall be public record.
3. The home address and telephone number of an employee of the Authority, unless the employee gives expressed permission to disclose such information.

Any other request(s) must be made consistent with all laws applicable to the "Freedom of Information".

VI. REQUESTING FOR DOCUMENTS:

Any person(s), upon request for copies, must attain the following:

1. Request form identifying the document(s) and the number of pages to be copied from the division or section to which he/she wishes to obtain copies from, and the total cost of the copying fees.
2. Payment must be made to the Cashier at the Customer Services Division.
3. Proof of payment must be presented before copies of documents can be made and furnished.

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