

10/27/05

*Guam Public Utilities Commission
Sunshine Law Compliance Guidelines*

The following guidelines are established by the Guam Public Utilities Commission [PUC] to comply with the requirements of the *Sunshine Reform Act of 1999* [5 GCA 10101 et. sec.].

1. These guidelines shall be posted in PUC's office and shall be available to interested persons, without charge.
2. All requests for the inspection or copy of a public document in PUC's possession must be in writing and shall reasonably identify and describe the document being sought. A request may be made by mail, fax or email. PUC's offices are located at Suite 207 GCIC Building, 414 W. Soledad Ave., Hagatna, Guam 96910. Phone number: 671-472-1907; fax: 671-472-1917; email: guampuc@kuentos.guam.net. The request must provide how the requesting party desires to receive the information.
3. PUC's office hours are 8:00 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday through Friday, excluding government holidays.
4. PUC has established a charge of 15 cents per page for copying public documents in excess of ten pages. This charge must be paid before release of the document. In accordance with 5 GCA 10203, PUC will not charge a government agency for copies of PUC public records.
5. PUC's executive director shall be responsible for responding to requests for public documents and shall keep a log of each request in accordance with 10 GCA 10107.
6. PUC shall produce a requested public document within four business days, unless its administrative law judge finds that unusual circumstances, as defined in section 10103(e) require up to ten business days to comply with the request, in which event the requesting party will be notified of the delay.
7. The only PUC records, which are confidential are those filed under PUC's *Confidentiality Rules* in Docket 05-01. A copy of these rules can be accessed through PUC's website *Resource Center, Telecommunications*.
8. PUC shall file an annual report with the Attorney General, on or before February 1 of each year, in compliance with 10 GCA 10107 and in accordance with Attorney General guidelines.