



Administrative Procedure

Number: PRO-013-A
Effective Date: May 20, 1998
Revision Date: January 1, 2009
Page: Exhibit B
Subject: Public Records Inspection and Copies

Copy Fee Schedule

Fee	Public Record	Specification
\$12.00	Per Mylar print	24" X 36"
\$17.50	Per Mylar print	30" X 42"
\$ 1.08	Per Bond print	24" X 36"
\$ 1.58	Per Bond print	30" X 42"
\$ 1.08	Per Blueprint	24" X 36"
\$ 1.58	Per Blueprint	30" X 42"
\$ 1.00	Per CD	
\$ 0.10	Per photocopy (8-1/2 x 11, 8-1/2 x 14, 11 x 17)	Black & white
\$ 0.30	Per photocopy (8-1/2 x 11, 8-1/2 x 14, 11 x 17)	Color

Electronic Format

Fee	Staff Time*
TBD	Staff time is required for data compilation, extraction, or programming.

* If the requestor asks for a record to be provided in an electronic format and the record is in an electronic format, the District is required to provide the record in an electronic format. In such instances, pursuant to Government Code §6253.9(b), the District can charge for the staff time of computer services necessary to produce the record when the request would require data compilation, extraction, or programming.

Shipping Charges (if applicable)

Fee	Postage
TBD	Actual cost of postage

Exceptions

Whenever a different fee is set by law for copies of certain records, this fee schedule does not apply and the fee set by law shall be the public records fee. Otherwise, the fee charged is for the direct cost of duplication.