

Copy Fee Schedule

Fees must be received before the copies are delivered to the requestor. For amounts under \$5.00, cash may be accepted and forwarded to the Finance Department. Amounts in the excess of \$5.00 must be in the form of a check or money order. Amounts of \$20 or more, the check or money order must be deposited and cleared by the bank prior to the documents being turned over to the requestor.

Public Record Requests:

These are requests under the California Public Records Act

| <u>Item</u> | <u>Charge</u> |
|---|----------------------|
| Public records available for viewing in our office. | No Charge |
| Pages 1 through 5 will be assessed | .50/page |
| Pages 6 forward will be assessed | .10/page |
| If requestor wishes copies to be mailed, postage is charged. | Charge |
| For the creation of electronic reports or copies in an electronic format, charges may be assessed for the annual cost of creating the report, including staff time. Please see Public Records Act for more information (6253.9) | Charge |

Requests by Head of Household, owners/managers for copies from their own files:

Note: For the 11th copy and any future copies, the current copying charge will be assessed.

| <u>Item</u> | <u>Charge</u> |
|--|----------------------|
| Pages 1 through 10 | Free |
| Pages 11 through 15 will be assessed | .50/page |
| Page 16+ current charges will be assessed | .10/page |
| If requestor wishes copies to be mailed, postage is charged. | Charge |