

ADMINISTRATIVE BULLETIN NO. 4

Revised: August 7, 2008

SUBJECT: DUPLICATION CHARGES TO THE GENERAL PUBLIC

The Government Code provides that "...a request for a copy of an identifiable public record or information produced there from, or a certified copy of such record, shall be accompanied by payment of a fee or deposit to the State or local agency, providing such fee shall not exceed the actual cost of providing the copy, or the prescribed statutory fee, if any, whichever is less." A separate section applies to the County Clerk providing that "...The County Clerk may charge a reasonable fee to cover the cost of preparing copies of any record, proceeding, or paper on file in his office."

The Board of Supervisors approved the following rate schedule on December 5, 1978, to revise the standard charge for duplicating copies of documents, which are produced specifically upon request for private use of a member of the general public. The purpose is to recover the costs incurred by the County in the search-copy-return to file cycle involved in responding to such requests.

- 1) The rate is \$.75 for the first copy and \$.10 for each additional copy of the same page or additional pages of the same document thereafter; providing that said page(s) does not exceed 8 ½ x 14 inches.
- 2) The rate for pages exceeding 8 ½ inches is \$1.25 for the first copy and \$.25 for each additional copy of the same page or additional pages of the same document thereafter.
- 3) The rate for an electronic media copy is the cost of the media device plus the cost of labor to produce the record. The media device must be provided by the County to insure the device is not corrupt and does not contain a virus.
- 4) Postage and a \$.50 handling charge are added to the above charges if copies are to be mailed.

The above schedule applies to all departments that duplicate copies for the general public excepting: 1) those departments that have a copy fee in their Board approved fee schedule, and 2) those departments which are required by State statute to assess a specific fee for photocopies.