



ADMINISTRATIVE PROCEDURE

SUBJECT: STANDARDIZED PHOTOCOPY CHARGES	Number <u>I-17</u>	<u>Effective Date:</u> Issued: <u>1/29/93</u> Revised: <u>3/15/97</u>	Page 1 of 3
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PURPOSE:

To establish a procedure for providing copies of District documents, drawings, and computerized mapping information to the public.

POLICY:

Copies of District documents, drawings and computerized mapping information which are suitable for distribution to the public shall be provided upon payment of the appropriate charges outlined in this administrative procedure.

PROCEDURE:

1. CHARGES

- a. General District Business Documents

First ten pages	No charge
Each additional page photocopied:	\$0.05 per page

- b. Published Documents

Budget	\$10.00
Capital Improvement Program	\$10.00
Other Documents	\$ 0.05 per page plus any printing/binding costs or actual cost if printed outside of District

- c. Distribution of Documents on Regular Basis

Board Agendas	No charge
Board Agendas and Docket Forms Only	\$ 45.00 per year
Board Packets	\$360.00 per year
Board Approved Minutes	\$ 22.00 per year
Other Documents	\$ 0.05 per page plus postage costs

d. Tapes

Video, 1-hour	\$16.00
Video, 2-hour	\$21.50
Audio Cassette Tape	\$ 2.00

e. Reproduction of Information
 Maintained in Computer Files

Actual out-of-pocket costs
 (e.g., computer tapes,
 photocopying/ printing,
 postage, etc.)

f. Reproduction of Engineering Drawings/Maps

<u>SIZE</u>	<u>BOND</u>	<u>VELLUM</u>
8 1/2" x 11"	\$ 2.00	\$3.00
11" x 17"	\$ 2.00	\$3.00
17" x 22"	\$ 3.00	\$5.00
22" x 34"	\$ 5.00	\$8.00
34" x 44"	\$ 5.00	\$8.00
Cal Grid Books	\$100.00	
2000" Scale Maps	\$ 50.00	

g. CADD Computer-Generated Drawings/Plots

1. All Computer-Generated Drawings/Plot from size 8 1/2" x 11" to size 34" x 44"	
Black and White	\$10.00
Color	\$15.00

2. CONFIDENTIAL DOCUMENTS

Only those documents which are appropriate for distribution to the public shall be provided. It is the responsibility of the Director of Public Affairs, in accordance with the provisions of Administrative Procedure No. I-25 to ascertain that a document is appropriate for release to the public.

3. PAYMENT OF PHOTOCOPY FEES AND CHARGES

Payment of all charges described in this administrative procedure shall be made to the Finance Department Cashier prior to the release of the documents requested. The Cashier will issue a receipt, which will serve as proof of payment of the appropriate charges. The charges identified in this administrative procedure will not be imposed on other governmental public agencies.

RESPONSIBILITY:

It is the responsibility of each department to ensure compliance with the provisions of this administrative procedure.

APPROVED:

A handwritten signature in cursive script that reads "Walter J. Bishop".

Walter J. Bishop
General Manager