
Newberry Community Services District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting public documents, pursuant to the California Public Records Act (Government Code Section 6250 et seq.) must come into the office and fill out the Newberry C.S.D. Request For Public Records form. Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged the rate stated in Section 1050.3. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

1050.3 Costs for identical format copies of original document:

8-12 x 11 \$0.15 – per one sided page – black/white
\$1.00 – per one sided page – Color
\$0.25 – per double sided sheet – black/white

8-1/2 x 14 \$0.20 – per one sided page – black/white
\$0.35 – per double sided sheet – black/white

1050.4 Costs to produce copies of public records in a format other than the original record will be quoted per request.

1050.5 All costs are for pickup of records at the Newberry Community Services Business Office during normal business hours. Postage/shipping is additional and will be charged at the actual cost incurred by the District.

1050.6 All payments are due in advance of reproducing copies of records.

Date Modified, Accepted and Approved: September 29, 2015