

Regulation IV

Rule 403 – Document Fees

This Rule was first adopted by the Governing Board via Resolution 2014-7 on October 16, 2014.

TABLE OF CONTENTS

- A. PURPOSE
- B. DOCUMENT COPY FEE SCHEDULE

RULE 403 DOCUMENT FEES

A. PURPOSE: The purpose of this rule is to allow the District to recover its reasonable costs incurred for direct and incidental costs associated with providing copies of records, forms, reports, archived information, duplicate permits, or replication of digital media to the public.

B. DOCUMENT COPY FEE SCHEDULE: The following fees shall apply.

Table 1 – Document Copy Fees

Record Type	Cost
Standard Copy Rate	\$2.00 first page plus \$0.25 per page thereafter
Proposals to the Board of Directors	No Charge
Public Records – already copied	No Charge
District Forms	No Charge
Special Reports	Actual costs based on standard copy rate. Multi-copy discount may be applied.
Outdated and Archived Information	Standard Copy Rate
Copies of All Other Information	Standard Copy Rate
Duplicate Permits	\$15.00 each
Digital Information	Actual Cost of Media Storage Device