

Bethel Island Municipal Improvement District

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Policy Concerning: Copying Costs for Public Documents (Reference: California Government Code Sections 6253 and 54954.1)

There has been an increasing demand by various organizations and persons for copies of public documents. BIMID recognizes the need for public access to these documents, and it will comply with all legitimate requests for such documents. Since there are costs associated with such copying services, the following schedule of costs shall be assessed for the following requests.

Public Records Copying Service:

- Should BIMID be requested to make copies under the Public Records Act (California Government Code Sections 6250 *et seq.*), all copies made by BIMID staff will be charged at \$0.25 per page, which is the direct cost of duplication.
- Should an organization or person request copying of BIMID public documents by a source other than BIMID staff, only bonded copying services may be utilized for such copying and all costs of such service shall be borne by the requesting party.

Agenda Copying Service:

- Under California Government Code Section 54954.1, any requests for Agendas or Agenda Packets shall be valid for each calendar year, which begins on January 1 and must be renewed each year. The yearly cost of this service shall be \$50.00, which reflects the costs associated with providing this service. The yearly fee shall be prorated for requests made after January.

In no case may any organization or person, other than a BIMID employee or authorized agent, remove documents from BIMID files.

The above costs may be adjusted from time-to-time without notice to reflect changes in costs of duplication of public records or costs associated with providing the Agenda copying service.

For copies of public records made by BIMID staff, payment of the copying costs is due upon receipt of the requested documents.

For requests for Agenda Copying Service, payment is due at the time of the request for that prorated portion of the year to which the request relates.