

CHARGES FOR COPYING PUBLIC RECORDS

The following rates have been established by the Auditor-Controller's Office to recover the County's cost of providing copies of public records when no other fee is established by statute:

\$.03 per copy (legal or letter size)

\$.75 per order handling fee (excludes retrieval and preparation time).

The rates include the cost of the machine operator salary and employee benefits, paper and other supplies, and machine rental.

A charge for the actual cost of copying public records is required by Section 6257 of the Government Code. Sales tax is not applicable unless the document being copied is an entire manual or publication that would ordinarily be subject to sales tax. In such cases, departments should collect the appropriate sales tax and report it to the Auditor-Controller.

If a department's actual costs are significantly different from those shown above, the department may develop its own rates. Salaries and employee benefits of the staff required to make the copy should be included, as well as the cost of operating and maintaining the copy equipment, and the cost of supplies. The costs associated with retrieving the requested document should not be included. Departments wishing to calculate their own rates must have the calculations reviewed by the Auditor's Office.