

EXHIBIT A

REQUEST FOR INSPECTION / COPIES OF PUBLIC RECORDS
(Government Code Section 6253(b))

Request for a copy of public record identified below:

Name: _____ Date: _____

Address: _____

Email Address: _____

Phone: _____ Fax: _____

Copies to be: __ Picked-up __ Mailed __ Faxed __ E-mailed

To be completed by District:

Estimated No. of Pages _____	Actual Cost _____	Account # _____
Estimated Cost _____	Postage (if mailed) _____	_____
(8.5 x 11 & 8.5 x 14) \$0.25/page	Total Cost _____	Other information
(11 x 17) \$0.30/page		

Date Promised _____ Date Mailed/Picked Up _____

Mailed By _____ Picked Up By _____

EXHIBIT B

RECORDS REQUEST SCHEDULE OF FEES*

No charge for items emailed to requestor
No sales tax on Public Records Request

Price for a copy of a page (8 ½" x 11") (Black/White or Color)	\$0.25 per page
Price for a copy of a page (11" x 14") (Black/White or Color)	\$0.25 per page
Price for a copy of a page (11" x 17") (Black/White or Color)	\$0.30 per page
24" x 36" Maps by outside copier (Black/White or Color)	Actual Cost
Price for an affidavit to certify the copy(ies)	\$2.50 per page
Price for an envelope	\$0.05 each
Price for a large manila envelope	\$0.50 each
Price for mailing (letter sized envelope)	Actual Cost
Price for mailing (large manila envelope)	Actual Cost
Price for overnight mail	Actual Cost
Price for mailing a certified letter	Actual Cost
Price for a copy with CD	\$3.00 each

*Fees are subject to change due to inflation.