

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: _____
(Date must be filled in)

Address: _____

E-mail Address: _____

Phone: _____ Fax No.: _____

Copies to be: Picked-up Mailed Fax E-mail

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 _____	
(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 Requests	
Price for a copy of a page (8-1/2" 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 black/ white or color (done by outside copier)	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-size envelope)	\$0.44 each
Price for mailing (large manila envelope)	\$5.43 each
Price for overnight mail	Actual Cost
Price for mailing a "certified" letter (in addition to postage due)	\$7.55 each
Price for a copy with CD	\$1.50 each

*Fees are subject to change upon current USPS Rates.