



PUBLIC RECORDS ACT FEE SCHEDULE

EFFECTIVE 7/1/2026

INTRODUCTION

The District offers access to its records upon receipt of a request that reasonably describes an identifiable record. The following fee schedule has been established by the District to cover the costs for duplicating District documents, drawings, maps, recordings, and other records, as required by the Public Records Act.

Any questions or requests concerning District documents should be addressed to the Secretary of the District, East Bay Municipal Utility District, P.O. Box 24055, Oakland, California 94623-1055, emailed to SecOffice@ebmud.com, or by calling (510) 287-0404. Requests can also be sent via the portal at www.ebmud.com/about-us/public-records.

CHARGES

Pursuant to the Public Records Act, the District may recover the “direct costs of duplication” for disclosable public records, unless a different charge is provided by statute. The direct cost of duplication generally covers two types of expenses – materials & equipment costs and labor costs.

- Materials & Equipment costs generally include the capital cost of the equipment, the maintenance contract, paper supplies, and other necessary expenses that must be incurred to make the equipment operational.
- Labor costs ordinarily include the pro rata salary of the clerical or technical employee operating the equipment.

The total cost for providing copies is a combination of materials, labor for actual duplication time, equipment usage, and postage, if applicable. The direct cost of duplication may vary depending on the size and type of media requested and the kind of reproduction equipment required.

Photocopies of non-District materials are charged at the same rate as District materials.

Prices quoted in this fee schedule are subject to change. An estimate of cost will be provided upon request.

Any records sent outside for duplication will be billed as the actual cost of duplication by the outside vendor.



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PAYMENT

For all requests, payment in advance is required before release of records. Acceptable methods of payment include cash or check (payable to East Bay Municipal Utility District). The District does not currently accept electronic payments.

Fee Type	Description	Amount
Deposit Requirement	For requests estimated to cost over \$100 in duplication or query and compilation fees, a deposit in the amount of the estimated fee will be required before duplication.	Deposit equal to the estimated fee.

INSPECTION/DELIVERY/PICK UP

The requestor is entitled to inspect records and/or obtain copies of records during normal business hours (8:00 a.m. to 4:30 p.m., Monday through Friday).

If the requestor wishes records to be delivered, copies will be sent first class mail unless the requestor makes other arrangements for pick up or delivery with the Secretary's Office. Postage will be charged for copies mailed to the requestor.

Federal Express service is available if the requestor supplies a Federal Express account number.

LEGAL COMPLIANCE OBLIGATIONS

Responsibility for adherence to copyright law rests with the individual requesting copies.

This fee schedule covers the following categories of document types or formats:

- I. Paper Based Records
 - A. General Business Documents & Engineering Drawings
 - B. Printed Maps
 - C. Bid Documents for Publicly Bid Projects
- II. Electronically Stored or Generated Data
 - A. Records that already exist
 - B. Records that do not already exist
 - C. Compact Discs (CDs)
 - D. Digital Versatile Discs (DVDs)

Fees for document types/requests not covered herein will be provided upon request.



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I. PAPER BASED RECORDS

A. GENERAL BUSINESS DOCUMENTS & ENGINEERING DRAWINGS

The fees charged for reproducing general business documents and engineering drawings, and printed maps photocopied onto regular paper in the sizes indicated below are based on the actual cost of duplication by the District.

Fee Component	Description	Amount
Labor Cost	Duplicating time, charged per minute. Labor costs are based on the labor rate of a clerical employee and charged only for the actual time spent on duplication.	\$0.89
Materials & Equipment	Cost per sheet or media used. The duplicating cost per sheet or media type is based on the actual cost of materials and equipment needed to reproduce documents. As detailed below, fees will vary depending on the type and size of documents and the method used for duplication.	Actual Cost
Postage	If applicable.	Actual Cost

1. Regular and Color Copies

Fee Type	Description	Amount
Black and White Copies	8-1/2 x 11, black and white, per page	\$0.09
	11 x 17, black and white, per page	\$0.17
Color Copies	Requests may be sent to an outside vendor and charged back to the requestor.	Actual Cost



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2. Engineering Drawings

Size	Bond	Vellum
8-1/2 x 11	\$0.09	N/A
11 x 17	\$0.17	N/A
17 width	\$0.33	N/A
22 width	\$0.66	\$1.77
28 x 38	\$0.96	N/A

For sizes larger than those indicated in this chart, Engineering Records will determine the cost.

Drawings having a width greater than 36 inches cannot be reproduced on District equipment and must be sent out for commercial copying. These charges will be billed to the requestor.

B. PRINTED MAPS

The fees in this section apply to the duplication of existing hard copy B-maps. The fee listed is the cost per map for duplication by the District's print shop. All other pre-printed map sizes require special formatting and the cost for duplication by an outside vendor will be determined upon request.

Fee Type	Description	Amount
B-maps	250' scale (11 x 17) includes Map View prints, per map.	\$0.99
Map Book Covers	Per cover.	\$38.64

C. BID DOCUMENTS FOR PUBLICLY BID PROJECTS

Copies of plans for publicly bid construction projects are available through the District's Specifications and Engineering Support Section at a per set cost established as each project is issued for bid. The fee will be based on the cost for duplication at the District's print shop or an outside copy service and postage, if applicable.

Pre-paid documents will be sent first class mail unless the requestor makes other arrangements for document pickup or delivery with the Specifications Clerk. Federal Express service is available if the requestor supplies a Federal Express account number. The Specifications and Engineering Support Section can be reached at specs@ebmud.com or (510) 287-1040.



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Contract documents (specifications, plans, and addenda) are also available for viewing and downloading from EBMUD’s public website: www.ebmud.com via the “Business Center” link.

Copies of historic contract documents can be provided in accordance with the provisions of Section I.A.: General Business Documents & Engineering Drawings.

II. ELECTRONICALLY STORED OR GENERATED DATA

The fees in this section apply to records stored electronically.

In general, there are two types of electronic records: (a) records that already exist on a system and merely require printing; and (b) records that do not currently exist and require data compilation, extraction, or programming to produce. A different fee rate applies to each of these types of records.

A. RECORDS THAT ALREADY EXIST

When a requestor seeks a record that already exists on a system (i.e., a record merely needs to be retrieved and printed, and does not require data compilation, extraction, or programming to produce), the following fee applies:

Fee Component	Description	Amount
Labor Cost	Duplicating time, charged per minute.	\$0.89
Materials & Equipment	Per sheet or media used. Costs vary with the types/formats of records requested as specified in the tables below.	Actual Cost
Postage	If applicable.	Actual Cost

1) Digital copies – PDF Files (including B-maps)

Media Type	Amount
CD	\$3.05
DVD	\$6.35
Electronic Transfer	No Charge



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2) Maps on Demand

Size	Bond	Vellum*	Bond Color
8-1/2 x 11	\$0.10	\$0.19	\$0.38
11 x 17	\$0.19	\$0.36	\$0.73
17 x 22	\$0.33	\$0.60	\$2.05
22 x 34	\$0.49	\$0.84	\$3.38
28 x 38	\$0.66	\$1.10	\$5.02

*Costs reflect color plots produced only from existing files.

3) Other Electronic Records

Description	Unit Type	Amount
8-1/2 x 11	PC Printer, charged per page	\$0.09
CD	Each	\$3.05
DVD	Each	\$6.35
Electronic Transfer		No Charge

B. RECORDS THAT DO NOT ALREADY EXIST

When a requestor seeks records that do not currently exist on a system and require data compilation, extraction, or programming to produce, the requestor shall pay the cost to construct a new record, and the cost of programming and computer services necessary to produce a copy of the record. However, the District is under no obligation to provide records that do not already exist. Accordingly, the applicable fee is:

Fee Component	Description	Amount
Labor Cost	Production time, charged per minute.	\$1.46
Materials & Equipment		See Section II.A
Postage	If applicable	Actual Cost

Labor cost is based on the “average technical labor” rate and is charged only for the actual time spent producing the record. This fee also applies when the request requires producing a record outside of the regularly scheduled interval.



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C. COMPACT DISCS (CDs)

Fee Component	Description	Amount
Labor Cost	Duplicating time, charged per minute.	\$0.89
Cost Per Disc	CD-R Disc, Write-Once, 700 MB, 80 Minute, 52X	\$3.05
Postage	If applicable	Actual Cost

D. DIGITAL VERSATILE DISCS (DVDs)

Fee Component	Description	Amount
Labor Cost	Duplicating time, charged per minute.	\$0.89
Cost Per Disc	DVD+R, 16X, Single Sided, 4.7 GB/120 Minutes	\$6.35
Postage	If applicable	Actual Cost

Recordings of regular meetings of the Board of Directors are available on www.ebmud.com. Copies of archived recordings of regular meetings of the Board of Directors are available upon request and can be provided on compact disc or digital versatile disc. Recordings after May 2019 are available for review on EBMUD's YouTube channel.



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E. DISTRICT PUBLICATION FEES

The District Publication Fee includes the following components:

- **Base Fee**, which covers the cost of publication (see table below);
- **Sales Tax**; and
- **Postage**, which will be charged at actual cost if applicable.

Publication Name	Description	Amount
Municipal Utility District Act	Printed and comb-bound	\$5.15
	Electronic Transfer	No Charge
Its Name Was MUD	Hardcover	\$18.00
Plants and Landscapes for Summer Dry Climates of the San Francisco Bay Region	Hardcover	\$49.95
	For EBMUD customers	\$29.95
	Vendors and Retailers	Up to 50% discount