



# PUBLIC RECORDS ACT FEE SCHEDULE

EFFECTIVE 07/01/22

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## **INTRODUCTION**

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.

The District offers access to its records upon receipt of a request that reasonably describes an identifiable record. 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, or by calling (510) 287-0404.

## **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 in order 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 the actual cost of duplication by the outside vendor.

## **PAYMENT**

For requests estimated to cost over \$100 in duplication fees, a deposit in the amount of the estimated fee will be required before duplication.

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.



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### **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.

### **CATEGORIES**

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 Records
  - A. Records that already exist
  - B. Records that do not already exist
  - C. Compact Disks (CDs)
  - D. Digital Versatile Disks (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 = Labor Cost** (\$0.65 per minute duplicating time)  
+ **Materials & Equipment Cost** (e.g., cost per sheet or media)  
+ **Postage** (if applicable)

- **Labor Costs:** Labor costs for duplication time is charge at the rate of \$0.65 per minute. Labor costs are based on the labor rate of a clerical employee and is charged only for the actual time spent on duplication.
- **Materials & Equipment:** 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.

#### 1) Regular copies

8-1/2 x 11	\$0.09/page
11 x 17	0.17/page

#### 2) Color copies

Requests for color copies may be sent to an outside vendor and charged back to the requestor.

#### 3) Facsimile copies within the continental U.S.

8-1/2 x 11	\$0.50/page
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## 4) 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.

<b>B-maps</b> 250' scale (11 x 17) includes Map View prints	\$0.99/map
<b>Map Book Covers</b>	\$38.64/cover

## C. BID DOCUMENTS FOR PUBLICLY BID PROJECTS

Copies of plans and specifications for publicly bid construction projects are available through the District's Specifications, Cost Estimating, and Engineering Standard Records (ESR) 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.

Contract documents are also available for viewing and downloading from EBMUD's public website: [www.ebmud.com](http://www.ebmud.com) via the "Business Center" link.



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Copies of CD-ROM versions of contract documents in Adobe Acrobat format are available free of charge from the Specifications Clerk at 510-287-1040.

Copies of historic contract documents can be provided in accordance with the provisions of item 1: General Business Documents.

## 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 = Labor Cost** (\$0.65 per minute duplicating time)  
**+ Materials & Equipment Cost**  
**+ Postage** (if applicable)

Materials & Equipment costs vary with the types/formats of records requested as specified below:

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

Cost of Media	
CD	\$3.05
DVD	6.35
Electronic Transfer	N/C



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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	Charge per Unit
8-1/2 x 11 (PC Printer)	\$0.09/page
CD	3.05 each
DVD	6.35 each
Electronic Transfer	N/C

## B. RECORDS THAT DO NOT ALREADY EXIST

When a requestor seeks records that do not currently exist on the 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 = Labor Cost** (\$1.24 per minute production time)  
**+ Materials & Equipment Cost** (rates specified in Section II.A)  
**+ Postage** (if applicable)

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.

## C. COMPACT DISCS (CDs)

**Fee = Labor Cost** (\$0.65 per minute duplicating time)  
**Cost per disc** (CD-R Disc, Write-Once, 700 MB, 80 Minute, 52X = \$3.05/disc)  
**+ Postage** (if applicable)



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### D. DIGITAL VERSATILE DISCS (DVDs)

**Fee = Labor Cost** (\$0.65 per minute duplicating time)  
**Cost per disc** (DVD+R, 16X, Single Sided, 4.7 GB/120 Minutes = \$6.35/disc)  
**+ Postage** (if applicable)

### E. DIGITAL VERSATILE DISCS (DVDs)

Recordings of regular meetings of the Board of Directors are available on [www.ebmud.com](http://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.

**NOTE** – we no longer use cassette tapes.



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### DISTRICT PUBLICATION FEES

**Fee = Cost of publication** (see below)  
**+ Sales tax**  
**+ Postage** (if applicable)

Municipal Utility District Act \$5.15

Its Name Was MUD \$18.00

Plants and Landscapes for Summer Dry Climates of the San Francisco Bay Region

Hardcover \$49.95 each

For EBMUD customers \$29.95 each

Vendors and Retailers up to 50% discount