

## **PUBLIC RECORDS ACT FEE SCHEDULE**

### **INTRODUCTION**

The following Fee Schedule has been established by the East Bay Municipal Utility District to cover the costs for duplicating District documents, drawings, maps, recordings, and other records, as required by the Public Records Act.

East Bay Municipal Utility District offers access to its records upon receipt of a request, which 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 can recover the “direct cost 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 and benefits 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 housed in the District Library or in other areas are charged at the same rate as District documents.

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).

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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. Audio Cassette Tapes
  - D. Compact Disks (CDs)
  - E. 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 District.

**Fee = Labor Cost (\$0.51 per minute duplicating time)  
+ Materials & Equipment Cost (e.g., cost per sheet or media)  
+ Postage (if applicable)**

- Labor Cost: Labor cost for duplication time is charged at the rate of \$0.51 per minute. Labor cost is based on the labor rate of a clerical employee and is charged only for the actual time spent on duplication.
- Material & 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/pg
11 x 17 .....	0.17/pg

**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/pg
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**4) ENGINEERING DRAWINGS**

<b>Size</b>	<b>Bond</b>	<b>Vellum</b>
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 EBMUD’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-maps**        250’ scale (11 x 17) includes Map View prints...\$0.99/map
- **Map Book Covers** ..... 38.64/cover

**C. BID DOCUMENTS FOR PUBLICLY BID PROJECTS**

Copies of plans and specifications for publicly bid construction projects are available through EBMUD’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 EBMUD’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 Specification’s Clerk. Federal Express service is available if the requestor supplies a Federal Express account number.

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Contract Documents are also available for viewing and downloading online at EBMUD's public website: [www.ebmud.com](http://www.ebmud.com), via the "Business Opportunities" and "Construction Bid Opportunities" Link.

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 the system and merely require printing; and (b) records that do not currently exist and requires 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 requester seeks a record that already exists on the system (i.e., record merely needs to be retrieved and printed, and does not require data compilation, extraction, programming to produce), the following fee applies:

**Fee = Labor Cost (\$0.51 per minute duplicating time)  
Materials & Equipment Cost  
+ Postage (if applicable)**

Materials & Equipment cost varies with the types/formats of records requested, as specified below:

#### **1) Digital copies – PDF Files of B-maps**

Cost of Media:

▪ CD	\$ 3.05
▪ DVD	6.35
▪ Electronic transfer	N/C

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**2) Maps on Demand**

Cost per copy:

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

\*These 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/pg
- CD	3.05/ea
- DVD	6.35/ea

**B. RECORDS THAT DO NOT ALREADY EXIST**

When a requester seeks records that do not currently exist on the system and requires 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, please note that the District is under no obligation to provide records that do not already exist. Accordingly, the applicable fee is:

**Fee = Labor Cost (\$0.96 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.

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This fee also applies when the request requires producing a record outside of the regularly scheduled interval.

**C. AUDIO CASSETTE TAPES**

Regular meetings of the Board of Directors are recorded on audiotape. Copies of tapes are available upon request.

**Fee = Labor Cost (\$0.51 per minute duplicating time)  
Cost per tape (90-minute cassette tape = \$1.68/tape)  
+ Postage (if applicable)**

**D. COMPACT DISCS (CDs)**

**Fee = Labor Cost (\$0.51 per minute duplicating time)  
Cost per disc (CD-R Disc, Write-Once, 700MB, 80 Minute, 52X = \$3.05/disc)  
+ Postage (if applicable)**

**E. DIGITAL VERSATILE DISCS (DVDs)**

**Fee = Labor Cost (\$0.51 per minute duplicating time)  
Cost per disc (DVD+R, 16X, Single Sided, 4.7 GB/120 Minutes = \$6.35/disc)  
+ Postage (if applicable)**

