

PUBLIC RECORDS FEES

The Chancellor or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Chancellor or designee.

When the Department must compile electronic data, extract information from an electronic record, or undertake computer programming to satisfy a request, the District may require the requester to bear the full costs, not just the direct cost of duplication.

If any person requests a public record be provided in an electronic format, the District shall make that record available in any electronic format in which it holds the information. The District shall provide a copy of the electronic record in the format requested, as long as the requested format is one that has been used by the District to create copies for its own use by other agencies. The District will only provide records that exist at the time of the request.

Government Code 6253.9