3.6 SIERRA KINGS HEALTH CARE DISTRICT
GENERAL BUSINESS
POLICIES AND PROCEDURES

PUBLIC RECORD DUPLICATION FEES – towards good general business practices for the Sierra Kings Health Care District (referred to as the District).

PURPOSE:
The purpose of this policy is to develop a mechanism for the District to be responsive to public record requests while recovering real costs of such requests.

POLICY:
The District complies with and is subject to the California Public Records Act, Government Code section 6250 et seq. It is the policy of the District that the Executive Director (or designee) shall make all records subject to disclosure under the Public Records Act on file at the office of the District available for inspection by members of the general public. Further, the District shall charge the following fees, which represent the direct costs of duplication to the District, for the physical duplication or photographic reproduction of all requested documents:

- $1.00 for the first page
- $0.25 for each page thereafter.

Further, the charges hereby established shall not apply to the duplication or photographic reproduction of any public records for which other rates are specified by law. For electronic copying or duplication, the District will charge a fee equal to the direct cost of producing a copy of the record in electronic format.

PROCEDURE:
Members of the community should make their request for public records in writing with sufficient information to understand the specifics of the request.

Staff shall acknowledge the request in writing within ten (10) business days of receipt using the U.S. Postal Service, via certified mail, and shall notify the requester whether or not some or all of the requested records will be disclosed. This acknowledgment correspondence should include the anticipated availability for the request to be picked up at the corporate office of the District. This timeframe should not exceed thirty (30) business days from the date on the District's correspondence.

If the requestor prefers delivery of the requested documents to their location using the U.S. Postal Service, via certified mail, the requestor shall also assume the cost of such transmittal option.

Written: June 23, 2020