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|------------------|-------------------------------------|-------------------------------|-------------------------------------|
| Policy Change    | <input checked="" type="checkbox"/> | Subject Matter Area Review    | <input checked="" type="checkbox"/> |
| Procedure Change | <input checked="" type="checkbox"/> | Constituency Group Review     | <input checked="" type="checkbox"/> |
| New Policy       | <input type="checkbox"/>            | District Council              | <input type="checkbox"/>            |
| New Procedure    | <input type="checkbox"/>            | Board 1 <sup>st</sup> Reading | <input type="checkbox"/>            |
|                  |                                     | Board 2 <sup>nd</sup> Reading | <input type="checkbox"/>            |

**KEY:**  
**BOLD=** new language  
~~strikethrough=~~ delete language

Comments:  
 Recommend for deletion. All necessary information in 3300.

Referred to:

Edited:  
 8/17/16

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Yosemite Community College District Policies and Administrative Procedures No. 3-8028

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**Policy**

~~**3-8028 Fees for Duplication of Material**~~

~~The Yosemite Community College District shall charge a fee sufficient to recover actual costs for duplication.~~

~~**Reference:**  
 Government Code Section 6253(b).~~

~~**Adopted:** June 28, 2004~~

## Administrative Procedure

### 3-8028 Fees for Duplication of Material

I. The following procedures are applicable to all requests made under the California Public Records Act.

A. All requests for records should be made in writing and addressed or faxed to the District Office of the Chancellor.

B. The District will provide a response to all requests within 10 days. If disclosable public records exist, the response will indicate the nature, volume and copying cost of the records.

C. Copies of records will be available for review or purchase at the District's Office of External Affairs, located at 2201 Blue Gum Avenue, Modesto, CA 95358. Payment in the form of a money order or personal check made out to the District in the correct total amount must be included with all requests for copies. If the documents are to be mailed, the payment should include the amount of postage estimated by the District.

D. Copies generally will be made within three (3) business days after payment is received. The use of outside copy services may be required in certain circumstances.

E. Requests and prepayment for audio and videotapes of Board of Trustees meetings (\$5 each) may be made directly to the District Office of External Affairs. Reproduction of audio or video materials may require two weeks or more.

F. Copies will be available for pick-up at the Office of External Affairs or mailed, if so requested.

G. In some instances, requests may be referred by the District to legal counsel. Such requests will be responded to by mail within the applicable time period. The remaining procedures shall apply to these requests.

H. Fee Schedule for Copying District Documents:

a) Photocopying (per page) \$0.10

b) Audio tape/cd duplication (per tape) \$5.00

c) Video tape/dvd duplication (per tape) \$5.00

1. Applicable postage fees will be added to each request.

2. Payment shall be by check or money order, payable to the Yosemite Community College District, and must be received by the District prior to release of any duplicated materials. Cash payments will not be accepted.

3. Fees may change and/or be waived, without notice, with approval from the Chancellor's Office.

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**Reference:**  
California Government Code 6253(b)

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**Procedure Last Revised:** April 11, 2007