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San Bernardino County Employees'
Retirement Association

Origination 11/4/2004
Last Approved 10/6/2022
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Next Review 10/5/2025

Area Administration
Applicability SBCERA
systemwide

Reproduction Charges

POLICY NO. 004

Pursuant to Government Code section 6253, SBCERA "shall make public records available to any person upon payment of fees covering direct costs of duplication, or a statutory fee if applicable." See also is *North County Parents v. Department of Education* (1994) 23 Cal App.4th 144.

Government Code section 6253.9 further states that if the information is in an electronic format: "[t]he cost of duplication shall be limited to the direct cost of producing a copy of a record in an electronic format." However, "... the requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming the computer services necessary to produce a copy of the record when ... the request would require data compilation, extraction, or programming to produce the record."

Nothing in section 6253.9 requires SBCERA to make information available in a specific electronic format other than the format the information is currently in.

In a study on the costs of reproduction, SBCERA has determined that the direct cost to photocopy or scan a page is \$0.25 per page.

Therefore, the Board adopts the following policy on reproduction charges:

1. Requests for copies from SBCERA employers or other governmental bodies will be granted free of charge, except when the requests require data compilation, extraction, or programming to produce the record.
2. Copies of public records will be provided in hard copy or scanned image via e-mail. Copies of public records will not be provided by means of a CD or other portable data storage formats.
3. Reproduction charges will include: the direct costs of photocopying or scanning a public record; the cost of postage and handling if the copies are to be mailed; and, if the request requires data compilation, extraction, or programming to produce the record, then reproduction

charges will also include the cost of constructing the record and the costs of programming the computer services necessary to produce a copy of the record.

4. If the total charges are less than \$2.00, the copies will be provided free of charge.
5. If the charges total more than \$2.00 the appropriate amount will be requested for the copies by check or money order only payable to San Bernardino County Employees' Retirement Association (SBCERA). No cash will be accepted. A receipt will be provided upon request. (If no receipt is requested, the canceled check or money order stub will serve as a receipt.)

Approval Signatures

Step Description	Approver	Date
HR Final Review & Distribution	Iliana Torres	10/21/2022

Applicability

SBCERA, SBCERA Internal

COPY