
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 2060

2060.1 Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$.25 per sheet) to defray expenses associated with the copying process. This rate is subject to change by action of the Board of Trustees, when copying costs increase. The District's capacity to copy Public Records is limited and therefore if the copying task is substantial or exceeds the capacity of the District's copier or there are not sufficient personnel available, the District shall notify the requestor that such copying shall take place at a commercial copy service in Oroville and copies will be made available at the copy service billed rate

2060.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.