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# California Pines CSD

## POLICY HANDBOOK

**POLICY TITLE: Copying Public Documents**

**POLICY NUMBER: 1060**

**1060.1** Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$.20 per sheet) to defray expenses associated with the copying process.

**1060.2** Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors 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 \$.20 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.