



(2)

San Diego Unified Port District

Document No. 54255

Filed DEC 09 2008

Office of the District Clerk

BPC Policy No. 601

SUBJECT: DOCUMENT REPRODUCTION FOR THE PUBLIC

PURPOSE: To establish a policy for a schedule of charges for furnishing copies of official San Diego Unified Port District (District) documents to the public.

POLICY STATEMENT:

1. Copies of official District documents, drawings or tape recordings shall be prepared by the Office of the District Clerk for the public upon payment of the following fees:
 - a. Documents - \$.20 per page. For certified copies, \$1.00 per document and \$.25 per page.
 - b. Drawings (B, D or E Sheets) - \$1.00 per sheet.
 - c. Tape Recordings of District Meetings - \$5.00 per tape cassette
 - d. Copies of the Statements of Economic Interests of the Board of Port Commissioners (Board), District Officers and employees will be provided at the cost per page set forth in Government Code 81008.

2. Copies of departmental documents or drawings not on file in the Office of the District Clerk, and provided by an individual department, shall be charged at the same per page or per drawing charge as specified in 1.a. and 1.b.

3. Upon application by any person, any of the following documents, papers, or official records of the District shall be furnished upon payment of the following fees:
 - a. Agendas of Board meetings:

<u>Yearly faxed subscription rate</u>	Annual	\$15.00
<u>Yearly mailed subscription rate</u>	Annual	\$57.00

b. Minutes of Board Meetings:

<u>Yearly mailed subscription rate</u>	Annual	\$94.00
--	--------	---------

4. One copy of any of the foregoing District dockets, minutes, or records shall be furnished to any federal, state, county, municipality, district, governmental agency, or any public officer acting in his official capacity without charge. However, any such governmental agencies or officials may be required to pay the stated fees for all copies in excess of one or if the total number of pages of all the documents combined is in excess of 500.
5. Upon determination that an applicant, for copies of documents herein regulated, is a non-profit civic organization, the Office of the District Clerk may furnish one copy of such document to such organization without charge. However, any such non-profit civic organization may be required to pay the stated fees for all copies in excess of one or if the total number of pages of all the documents combined is in excess of 500.
6. BPC Policy 601 does not apply to programs established by State and Federal regulations that have their own fee structure for copying records. Some examples are fees established by law for certain police and personnel records.

RESOLUTION NUMBER AND DATE: 2008-231, dated November 4, 2008 (Supersedes BPC Policy 601, Resolution 2003-66, dated April 8, 2003; Resolution 81-328, dated October 6, 1981; Resolution 68-298, dated December 3, 1968; and Resolution 63-60, dated February 27, 1963)

(1)

Re Amendment of BPC Policy No. 601,]
Document Reproduction for the]
Public]
_____]

REFERENCE
COPY

54255

RESOLUTION 2008-231

BE IT RESOLVED by the Board of Port Commissioners of the San Diego Unified
Port District, as follows:

That Board of Port Commissioners Policy No. 601, Document Reproduction for the
Public, as amended, a copy of which is on file in the office of the District Clerk, is hereby
adopted.

ADOPTED this 4th day of November, 2008.

sw
11/4/08