

**DISTRICT FEE FOR REQUESTED CLERICAL AND
DUPLICATION OF MATERIALS COST**

AP No. 6170

Board Reviewed: 8/16/06

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- I. It shall be the procedure of the Rio Hondo Community College District to charge fees for the duplication of material requested by any person, association, agency, or company in accordance with California Government Code Section 6250 – 6270. Written requests for information shall be addressed to the Office of the Superintendent/President. A reasonable time allowance for material requested will be applied to all requests.
- II. The charge for preparation of this information, payable in advance, will be as follows:
 - A. Ten (10¢) cents per page for copies of existing material plus postage
 - B. Forty dollars (\$40) per hour to compile requested material not in currently available copy format
- III. Included under this procedure are those requests in conjunction with litigation matters.
 - A. If a subpoena “duces tecum” is served on the District requiring the appearance in court personally by an employee delivering information, the District will charge the statutory witness any mileage fees. For purposes of this procedure the Director of Human Resources is designated as the Custodian of Records for employee matters and the Dean of Counseling and Matriculation for student matters.
 - B. If the subpoena duces tecum can be answered by mail rather than personal appearance, the District will charge for the preparation of information at the rate of six dollars (\$6) per hour and ten (10¢) cents per page for all copies of information.
 - C. When information is requested other than by subpoena, such information will be released only upon consent of the employee or student involved.