

**EDEN TOWNSHIP HEALTHCARE DISTRICT
BOARD OF DIRECTORS'
MEETINGS AND PUBLIC INFORMATION POLICIES**

ETHD 303

SUBJECT: REQUEST FOR COPIES OF PUBLIC RECORDS

POLICY: Eden Township Healthcare District will make available copies of documents to members of the public who are interested. The District is also interested in balancing the cost to the taxpayers of releasing this information when it is the taxpayers right to know.

To provide copies of public documents within a reasonable time and for a reasonable cost.

POLICY GUIDELINES:

- The District will release, upon request, such documents that are public, as defined by the California Public Records Act, within a reasonable time and for a reasonable cost.
- The District will try to balance the need to disclose the requested public information promptly with the need to prevent unnecessary disruption of the normal business of the District. Generally, this may be within 24-48 hours unless the documents requested are bulky and involve extensive copying.
- The District feels that it is appropriate to charge a reasonable fee which will be the approximate equivalent to the cost of reproducing documents, including the cost of the time of the person making the copies. Reasonable cost shall be defined as twenty-five cents (\$.25) per page for standard reproduction of documents of a size of 8-1/2 by 14 inches or less, actual costs for the reproduction of oversize documents or the reproduction of documents requiring special processing, and actual postage charges. Based on the nature of the request, the District's secretary may turn documents over to a copy service for duplication. The copy service shall be entitled to charge the prevailing community rates for its service.

APPROVED BY THE BOARD OF DIRECTORS

Ed Hernandez (Date)
Chair, Board of Directors

Roxann Lewis (Date)
Secretary, Board of Directors

Reviewed: 2/8/89 3/23/94
2/10/93 2/8/95
3/13/96 6/11/97
5/27/98 7/28/99
7/20/16 01/14/25

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