

PUBLIC RECORDS FEE SCHEDULE



Note that that this fee schedule is not comprehensive, and procedures and fees may vary depending on the nature of the request. SqCWD will adhere to the CPRA and modify its procedures for responding to public records requests as necessary, consistent with State law.

Requested Format	Applicable Fees	Government Code
Printed Copy	<ul style="list-style-type: none"> Less than (<) 10 pages - no charge 10 pages or more (≥), including the first nine: <ul style="list-style-type: none"> 15¢ per standard reproduced one-sided page 25¢ per standard reproduced double-sided page for all pages 25 pages or more (≥) - Fees will be based on actual costs incurred by SqCWD in sending records to an outside photocopy service for duplication 	Government Code section 6253, subdivision (b)
Electronic Copy	<ul style="list-style-type: none"> Downloadable file (if available) - no charge Flash drive - \$4.75 	Government Code section 6253, subdivision (b); Government Code section 6253.9, subdivision (b)(2)
Extraction and Programming	<ul style="list-style-type: none"> Charges vary depending on the nature of the request Deposit may be required for IT Programming/Extraction - \$110/1-hour minimum; additional charges may accrue, depending on length of services. 	Government Code section 6253.9, subdivision (b)(2)