



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

Procedure  
2300.3

May 19, 1983

## FEES FOR RECORD SEARCH/COPIES

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This procedure is directive to all offices of the District. It requires fees be charged to reimburse the District for costs related to the provision of information from, or copies of, District records. The classification and determination concerning which records may be released is determined under Procedure 2300.1, FILING, WAREHOUSING AND DISPOSITION OF RECORDS, and should be reflected in the file plan prescribed therein.

### FUNCTION - REGULATIONS

Public records are defined and regulated under section 6250 et seq. of the California Government Code. Copies of; including those which are reasonably segregateable from otherwise protected records shall be provided to a requester upon payment of a fee representing the direct cost of duplicating, i.e. 10 cents per page.

Information which is not reasonably available from a record which can be duplicated shall be provided to the requester upon payment of a fee; i.e., \$10.00 per hour/\$2.50 per quarter hour, to cover cost of search and providing the information.

1. Personnel/student records among others are specifically protected and generally may not be released except to the individual named in the record. Copies of these records shall be provided to the named individuals or their authorized agents upon payment of a reasonable fee; i.e., 10 cents per page. Where information requested requires in excess of 10 minutes clerical time for provision of the information, a fee of \$10.00 per hour/\$2.50 per quarter hour shall be paid in addition to the 10 cents per page.
2. All District records are subject to the subpoena process. Service of and responses to subpoenas are prescribed pursuant to Procedure 2003.1, LEGAL SERVICES, Paragraph 4 (FUNCTION).

### IMPLEMENTATION

1. The chief of each office shall designate an employee to collect and deposit monies. One employee may be appointed to serve reasonably close geographic offices.

2. The chief of each office shall arrange for invoicing/billing in the case of requests by mail or where search and record service is extensive and costly.
3. The employee designated to collect and deposit monies shall deposit funds to the District General Fund as miscellaneous income using a "Remittance Advice" when the funds on hand exceed \$10.00 at the end of the month, or if checks payable to the San Diego Community College District have been received. An accurate record of all fees collected shall be maintained in the office where fees are collected.

#### FORMS/REFERENCES

Policy 0002, ACCESS TO DISTRICT RECORDS

Procedure 2300.1, WAREHOUSING AND DISPOSITION OF RECORDS

Procedure 3001.1, STUDENT RECORDS, RELEASE, CORRECTION AND CHALLENGE

California Government Code Section 6250 et seq.

California Evidence Code Section 1560 et seq.

SUPERSEDES:

New Procedure