

	Ben Lomond Fire Protection District	Policy # 1050 Date 04/2006
	SOP GENERAL INFORMATION	TITLE: Copying Public Documents Rev Date 06/2012

- 1050.1 Individuals requesting copies of public documents shall be charged ten cents (10) per sheet copied to defray expenses associated with the copying process.
- 1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged ten cents (10) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.