

ORDINANCE NO. 4339

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA REPEALING ORDINANCE 4330 AND ESTABLISHING FEES PERTAINING TO COPYING PUBLIC RECORDS**

The Board of Supervisors of the County of Ventura ordains as follows:

**SECTION 1. PURPOSE OF ORDINANCE**

The purpose of this ordinance is to allow the County to recover the cost of responding to and providing copies of records requested pursuant to the Public Records Act. (Gov. Code, § 6250 et seq.) Government Code section 6253, subdivision (b), provides that the County may charge a fee for providing a copy of a public record based on the direct costs of duplication or an amount authorized and determined under some other statute. Government Code section 54985 provides that the Board of Supervisors has the authority to increase or decrease the fee or charge, that is otherwise authorized to be levied by another provision of the law, in the amount reasonably necessary to recover the cost of providing any service or the cost of enforcing any regulation for which the fee or charge is levied. The cost of providing a copy of a public record may vary depending on the classification of County employee who responds to the request and the cost of the medium used. Different levels of classifications of County employees may be required to respond to a Public Records Act request depending on the complexity of the issues involved and the nature of the documents to be copied. Therefore, the amount reasonably necessary to recover the cost of providing a copy of a public record should be determined by the hourly rate of the County employee responding to the request plus the cost of the use of the machine duplicating the document and the cost of the medium used. Notwithstanding the County's ability to recover its full costs of providing a copy of a public record, in order to promote access to public records, this ordinance establishes a maximum hourly rate charged for responding to the request and provides that no hourly rate will be charged for the first two full hours of employee time expended in providing the copy.

**SECTION 2. CHARGE FOR COPIES OF PUBLIC RECORDS**

The cost charge for providing a copy of a public record which is requested and produced pursuant to Government Code section 6250 et seq. is hereby determined to be the amount reasonably necessary to recover the cost of providing the copy. For purposes of this ordinance, the amount reasonably necessary to recover the cost of providing the copy is as follows:

- A. A charge per page equal to the current per page copy rate approved by the Board of Supervisors.

- B. The actual cost of the time of employees spent in locating, retrieving, reviewing, preparing, copying, and furnishing the records, provided, however, that the actual cost shall be calculated using the lower of: (1) the hourly cost recovery rate of the employees responding to the request for public records, as set by the Board of Supervisors, or (2) \$24.00 per hour. There shall be no charge for the first two hours of employee time expended. Time shall be calculated by rounding to the nearest one-quarter of an hour.
- C. If the response requires duplication to a medium other than 8 ½ by 11 copy paper, the amount reasonably necessary to recover the cost of that medium and any equipment required for the duplication shall be used in place of the per page cost.
- D. All other costs incurred in providing the copy including, without limitation, mailing and shipping.

**SECTION 3: AUTHORIZATION FOR WAIVER**

Agency and department heads, and their delegates, are authorized to waive collection of the charge for providing copies of public records if the total cost of fulfilling a request does not exceed \$15.00, and the burden of collection outweighs the benefit derived.

**SECTION 4: CHARGE INAPPLICABILITY**

This ordinance shall not apply to fees or charges specified in Government Code section 54985, subdivision (c).

**SECTION 5: REPEAL**

County of Ventura Ordinance 4330 is hereby repealed. Except as provided in the preceding sentence, this ordinance shall not amend or repeal, either expressly or by implication, any ordinance already adopted that provides for a charge for providing a copy of a public record.

**SECTION 6: SURVIVAL CLAUSE**

If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion(s) of this ordinance and every section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases may be declared unconstitutional or invalid.

**SECTION 7: OPERATIVE DATE**

This ordinance shall become operative 30 days after the date of adoption.

PASSED AND ADOPTED this 14th day of February, 2006 by the following vote:

AYES: Supervisors Bennett, Long, Mikels,  
Flynn and Parks.

NOES: None.

ABSENT: None.

Linda Parks  
CHAIR, BOARD OF SUPERVISORS



ATTEST: JOHN F. JOHNSTON,  
Clerk of the Board of Supervisors  
County of Ventura, State of California

By Tabeta Rodriguez  
Chief Deputy Clerk of the Board