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DENNIS HORDYK
ASSISTANT VICE CHANCELLOR
FINANCIAL SERVICES

Date: February 28, 2006 **Code:** AD 06-02

To: Presidents

From: Dennis Hordyk
Assistant Vice Chancellor, Financial Services

Subject: Cost Per Copy for Public Information Requests

The California Public Records Act, and the constitutional amendment passed in November 2004, sets forth the public's right of access to government records. All records maintained by the California State University are potentially subject to disclosure under the California Public Records Act, unless they fall into one or more of the authorized narrow exemptions. Further information regarding what constitutes a public record and other details of the Act are contained in the Office of General Counsel's Records Access Manual available at the following web address http://www.calstate.edu/gc/OGC_Manuals_on_Legal_Issues.shtml.

Records requested under the Act are not to be released until the cost of duplication has been paid. A systemwide study was conducted to formulate a single cost recovery rationale for the California State University. At the recommendation of the study, the California State University has adopted the duplication fee published by the Internal Revenue Service in the amount of \$0.20 per page, for regular photocopies up to 8 x 14 inches. The actual cost of duplication of records produced in other formats, such as blueprints, computer disk or electronic back-up tapes must be charged on a case-by-case, direct cost basis.

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