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**Date:** March 17, 2008  
**To:** Presidents  
**From:** Colleen Nickles  
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**Subject:** **REVISION OF AD 06-02** - Cost Per Copy for Public Information Requests

**Code:** AD 08-01  
**REVISED; REPLACES  
AD 06-02**

The California Public Records Act, and the constitutional amendment passed in November 2004, sets forth the public's right of access to governmental 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/Docs/Records\\_Access\\_Manual.doc](http://www.calstate.edu/gc/Docs/Records_Access_Manual.doc).

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 modeled its document duplication fee after the fee established by the Internal Revenue Service. The California State University's document duplication cost is \$0.20 per page. This charge applies whether documents are produced in hard copy or electronic form, and includes computer discs that capture electronic images. The charge applies for all copies up to 8x14 inches. For other documents, such as blueprints or electronic back-up tapes, the actual cost will be determined on a case-by-case basis.

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