

Book	Administrative Guidelines
Section	8000 Operations
Title	RECORD COPYING CHARGES
Code	ag8310B
Status	Active
Adopted	January 1, 2014

**8310B - RECORD COPYING CHARGES**

A. Charges for copies of District records which are readily copied on District copying machines shall be:

1. Single side, 8 1/2 x 11 \$.10/Page
2. Both sides, 8 1/2 x 11 \$.20/Page
3. Single sides, 8 1/2 x 14 \$.15/Page
4. Both sides 8 1/2 x 14 \$.25/Page

B. Records which are not readily copied on District copying machines but which may be reduced on other District equipment shall be charged for at the above rates plus ten cents (\$.10) for reduction.

C. Records which require special treatment shall be handled on a "cost" basis as determined in AG 8310A.