

UC Santa Barbara
Policies

Policy 7030

Issuing Unit: Administrative Services

Date: October 1, 1985

ALLOWABLE CHARGES FOR COPIES OF RECORDS

I. REFERENCES:

- A. State of California Information Practices Act of 1977 (effective July 1, 1978), as amended; a copy of the Act is available in the office of the campus Information Practices Coordinator, 4121 Cheadle Hall.
- B. California Government Code Sections 6250-6260, California Public Records Act, as amended; a copy of the pertinent sections of the Code is available in the office of the campus Information Practices Coordinator, 4121 Cheadle Hall.
- C. University of California Staff Personnel Manual, Section 605.
- D. UCSB Policies Manual, Policy 7000, Privacy of and Access to Information.

II. POLICY:

Members of the public or others requesting personally identifiable record information, or extracts thereof, as defined in either the California Information Practices Act or the California Public Records Act, may be charged a maximum of 10 cents per page or 10 cents per extract to cover both the expense of the reproduction and the time of the employee doing the reproduction.

In the following instances, charges based on actual cost may be made instead of 10 cents per page or extract:

1. Staff time spent constructing new records from various source documents (i.e., in order to supply the requested information, data from a variety of source documents, has to be extracted and combined to form an entirely new record).
2. Staff time spend deleting "personal" or "confidential" information (in accordance with Information Practices Act requirements) prior to release of existing records.
3. Computer services.
4. Duplicate tapes.

Charges may not be made for:

1. Locating, reviewing, or assembling records.
2. Annotating or explaining a record in order to make it reasonably comprehensible.
3. Postage.

4. The first copy of a current or former employee's records about himself or herself (see Staff Personnel Policy 605).

Please direct questions about these policies to Meta.Clow@vadmin.ucsb.edu. For questions or comments regarding the format of the above information, please contact webcontact@ucsbuxa.ucsb.edu.

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