

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Administration	Policy # 89-2
<b>Title:</b>	Photocopying Rates	

## PURPOSE

The following is a listing of rates for photocopying of District Documents

### COSTS FOR COPIES

- 1) For papers brought in from the public - (They make copies)
 

Single Sided	\$ .10 each
Double Sided	\$ .15 each
  
- 2) For papers under two (2) years of age - (CSD Staff makes copies-Maximum 30)
 

First Page	\$1.00 each
Each page thereafter	\$ .15 each
  
- 3) More than 30 pages, involving research, requests with uncertain, vague or erroneous dates, or unclear information:
 

OR:

Papers over two (2) years old and/or involving research and transportation to archives, telephone calls or involving one or more staff person:

Time will be calculated for each staff person's rate of pay (in 15 minute increments) at a clerical rate of \$35.00 per hour.

PLUS

Cost per page of \$ .10.

<b>Approved by CSD Board of Directors</b>	May 1, 1989
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