
Lake County Vector Control District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$0.06 per single-sided copy) to defray expenses associated with the copying process. For requests of 100 or fewer pages, the cost may be waived at the discretion of the Manager.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Trustees at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting may be charged \$0.06 per single-sided copy. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.