

**GOVERNMENT CODE SECTIONS AND DESCRIPTIONS/
CITY OF MANHATTAN BEACH RESOLUTIONS**

GC6257 REQUEST FOR COPY; PROMPT AVAILABILITY; FEE; REASONABLY SEGREGABLE PORTION AFTER DELETION OF EXEMPT PORTIONS.

“Except with respect to public records exempt by express provisions of law from disclosure, each state or local agency, upon any request for a copy of records, which reasonably describes an identifiable record or information produced therefrom, shall make the records promptly available to any person, upon payment of fees covering direct costs of duplication, or statutory fee, if applicable. Any reasonably segregable portion of a record shall be provided to any person requesting such record after deletion of portions which are exempt by law.”

GC6256 COPIES OF RECORD; DETERMINATION OF COMPLIANCE WITH REQUEST; NOTICE; REASONS

“Each agency, upon a request for a copy of records, shall, within ten (10) days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefor. In usual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days. When the agency dispatches the determination, and if the agency determines that the request seeks disclosable public records, the agency shall state the estimated date and time when the records will be made available. As used in this section, “unusual circumstances” means the following, but only to the extent reasonably necessary to the proper processing of the particular request.”

CAMPAIGN DOCUMENTS – POLITICAL REFORM ACT GC81008 – PUBLIC RECORDS; INSPECTION AND REPRODUCTION; TIME; CHARGES

“(a) Every report and statement filed pursuant to this title is a public record open for public inspection and reproduction during regular business hours, commencing as soon as practical, but in any event not later than the second business day following the day on which it was received. *No conditions whatsoever shall be imposed upon persons desiring to inspect or reproduce report and statements filed under this title, nor shall any information or identification be required from such persons. Copies shall be provided at a charge not to exceed ten cents (\$0.10) per page.* In addition, the filing officer may charge a retrieval fee not to exceed five dollars (\$5.00) per request for copies of reports and statements which are five or more years old. A request for more than one report or statement or report and statement at the same time shall be considered a single request.”

Exhibit “A” Per Fee Resolution No. (Effective)

| TASK | DESCRIPTION | DEPT. | REF # | COST |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|-------------|
| TC-9025 Initiative Petition | Any notice of intent to circulate an initiative petition for a municipal measure (refunded within one year of date of filing notice of intent if Clerk certifies sufficiency of petition. | FIN | | \$200.00 |
| TC-9025 Reproduction | Campaign Statements – per page | FIN | | \$0.10 |
| TC-9025 Municipal Code | Municipal Code – without binder | FIN | | \$319.00 |
| TC-9025 Municipal Code | Municipal Code – supplements only | FIN | | \$37.00 |
| TC-9025 Municipal Code | Title 10 – without binders | FIN | | \$69.00 |
| TC-9025 Municipal Code | Title 10 – yearly supplements | FIN | | \$22.00 |
| TC-9025 Reproduction | Copy – per page | FIN | GC 6253(b) | \$0.10 |
| TC-9025 Reproduction | Microfiche – per page | FIN | GC 6253(b) | \$0.10 |
| TC-9025 Reproduction | DVD/Tape Copy Service | FIN | | \$6.00 |
| TC-9025 Reproduction | Document Imaging – per page | FIN | | \$0.40 |
| TC-9025 Reproduction | Certified Copies – per page | FIN | GC 6253(b) | \$.25 |
| TC-9025 Reproduction | Retrieval of Offsite Archival Documents – per delivery | FIN | | \$41.68 |