

Fee Schedule for Blanket Records Requests

809.1 PURPOSE AND SCOPE

The purpose of this policy is to provide an avenue for those entities requesting records to obtain them.

809.2 POLICY

The Tehama County Sheriff's Office is committed to providing public access to blanket records requests in a manner that is consistent with the California Public Records Act (Government Code § 6250 et seq.).

809.3 FEE SCHEDULE FOR BLANKET REQUESTS

Blanket records requests are requests made for nonspecific records which may encompass a nonspecific time period or a record not identifiable by a specific date, case number or name.

This policy establishes fees and costs associated with the research and cost of providing responsive records to any entity requesting records in a blanket form. Whether the records are produced electronically or in hard copy form. In all cases the Sheriff has complete discretion of what records will be released.

The party requesting records shall deposit \$500.00 in the form of a cashier's check made payable to: The Tehama County Sheriff's Records Production Fund. Once that money is deposited, an administration fee of \$25.00 will be charged to the account of the requesting entity. The records will be produced on a rolling basis and the entity's account will be charged accordingly at \$3.60 a page. Once the account has exhausted its funds, The Tehama County Sheriff's Office will suspend providing records until the entity re-deposits into the fund. If the fund reaches a -0- balance, the entity must submit another \$500.00 in the form of a cashier's check and another \$25.00 administration fee will be applied.

Records will be produced in 25 page blocks at a cost of \$90.00 per block. The Tehama County Sheriff will provide a statement to the entity listing the cost and balance carry over with each block.

The Tehama County Sheriff's Office will establish a separate public records account for this purpose.

The account will be administered by the Sheriff or his designee.

Exemptions: Governmental Agencies requesting records for bonafide investigations and or records deemed releasable under prior existing policy.