

ORANGE COUNTY FIRE AUTHORITY
Schedule of Public Record Request Fees and Charges

SERVICES	AMOUNT
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DUPLICATION FEESDuplication General:

Copy Rate\$0.10 per page
 CD/DVD Disks* **\$1.30 per CD/DVD, plus postage if mailed**
 Photographs actual cost

Fair Political Practices Commission (FPPC) Filings (Fees per California Government Code § 81008):

Filings/Statements\$ 0.10 per page or current FPPC rate
 Retrieval Fee Not to exceed \$5.00 for copies/reports 5+ years old or current FPPC rate

Reports/Maps:

After Action Reports actual cost/posted reports available on-line at no charge
 Annual Financial Report actual cost/current fiscal year available on-line at no charge
 Budget actual cost/current fiscal year available on-line at no charge
 Property Related Records (Community Right to Know Reports)..... \$2.50 per address
 Fire Incident/Fire Investigation/Paramedic Reports...**\$0.10 per page, plus postage if mailed or \$0 for electronic transmittal**
 Reports prepared by Consultants actual cost
 Geographic Information System (GIS)/Battalion/Division Maps actual cost

Specialized Reports/Maps:

Creation of special computer-generated reports/maps **Current Hourly Rate, in 15 minutes increment** plus \$0.10 per page, plus postage if mailed or \$0 for electronic transmittal**

Position Title	Current Hourly Rate (Fully Burdened) **
IT Analyst	\$108.77
IT Manager	\$153.82
Management Assistant	\$65.91
Senior Management Analyst	\$127.14

Requiring research of records, analysis, compilationActual cost per hour for the first hour, thereafter billed in ¼ hour increments + \$0.10 per page

911 Audio Recording***\$1.30 per CD/DVD, plus postage if mailed or \$0 for electronic transmittal**

Subscriptions (Via US Mail):

Minutes.....	\$35.00 per year/per body
Agendas	\$35.00 per year/per body
Agenda Packet	\$25.00 per packet plus postage, if applicable

Note: All agenda items are available on-line at no charge

MISCELLANEOUS SERVICES FEES

Certification.....	\$2.00 per document
Delivery Service.....	actual cost
Email Server Search* ...	\$0.10 per page, plus postage if mailed or \$0 for electronic transmittal
Fax Transmissions	\$0.10 per page/paid prior to transmission in-lieu of duplication fee
Notary Fees (per CA Government Code § 8211 and 8223)	\$10.00 per signature or current rate
Postage	current US Postage Rates
Record Retrieval – Offsite Storage.....	\$20 per box (actual cost)

SUBPOENA FEES (per California Government Code §68096.1 & 68097.2)

Subpoena for Records	\$15.00 deposit applied toward actual costs or current State rate
Subpoena for Witness ..	\$275.00 deposit applied toward actual witness expenses or current State rate

WAIVER OF FEES

The above fees may be waived at the discretion of the Section Manager concerned when it is clear that the general public and/or the OCFA will benefit by providing the service at no cost.

1. Fee waivers may apply in the following situations:
 - A. Requests made by City Officials, Board Members, or similar parties for official business purposes.
 - B. Requests from individuals or organizations directly involved in matters pending before the Board of Directors or Executive Committee, such as public hearings or legal notifications.
 - C. Requests from other public agencies, including law enforcement or the District Attorney, as part of a cooperative information exchange.
2. If a request does not clearly meet these criteria, the decision to waive the fee will be made by the Fire Chief or their designee.

LATE FEES

A 10% late fee may be assessed on past due accounts if payment is not received by the original due date. Late fee assessments applicable to this policy include, but are not limited to:

- Ambulance – Advanced Life Support (ALS)/Basic Life Support (BLS) supply reimbursements
- Fire Prevention Activities
- Special Activities requiring a permit
- Any other OCFA miscellaneous billings including but not limited to Fire Restitution

***The California Public Records Act provides that a fee may be charged to cover the *direct costs* incurred in duplicating records or information requested. In most scenarios, requesters are only responsible for the direct cost associated with producing duplicate copies of the records in physical or electronic form, not including the costs of staff time conducting searches. However, requests are subject to charge when the electronic records sought require data compilation, extraction, or programming to produce the record. A deposit in advance will be required prior to production.**