

## Board Policy: Public Records Act Request Fee

Policy Number: 20230730

Effective Date: 8.3.2023

### I. Purpose

The purpose of this policy is to establish guidelines for charging a reasonable fee for the provision of digital copies in response to Public Records Act (PRA) requests made to Elite Academic Academy (referred to as "the charter"). This policy ensures compliance with the California Public Records Act (Government Code Section 6250 et seq.) while promoting transparency and the efficient processing of public records requests.

### II. Definitions

A. Public Records Act (PRA): Refers to the California Public Records Act, which provides members of the public with the right to access and obtain copies of public records maintained by government agencies, subject to certain exemptions and limitations.

B. Digital Copy: Refers to an electronic reproduction of a public record provided in response to a PRA request. Digital copies may include but are not limited to, PDF files, scanned images, or other electronic formats.

### III. Fee for Digital Copies

A. General Fee Structure: The Charter shall charge a reasonable fee for providing digital copies of public records requested under the PRA. The fee for each digital copy shall be set at \$0.10 (ten cents) per page.

B. Calculation of Fee: The fee shall be calculated based on the number of pages in the requested digital copy, rounded up to the nearest whole page. If a requested record is not paginated, the fee shall be based on the estimated number of pages as determined by the Charter..

C. Waiver or Reduction of Fee: The Charter recognizes that there may be circumstances in which the imposition of the full fee may cause an undue burden on the requester. In such cases, the Charter may consider waiving or reducing the fee on a case-by-case

basis, taking into account factors such as the requester's ability to pay, the public interest served by the request, and any other relevant considerations.

D. Payment of Fee: The requester shall be responsible for payment of the applicable fee prior to the release of the requested digital copies. The Charter may require payment to be made by check, or other acceptable forms of payment as determined by the Charter.

#### IV. Fee Schedule Disclosure

A. Publicly Available Fee Schedule: The Charter shall make its fee schedule for digital copies of public records available to the public. The fee schedule shall be posted on the Charter's official website, prominently displayed at Charter offices, and provided to requesters upon request.

B. Notice in Response to PRA Requests: In its response to a PRA request, the Charter shall include a clear and conspicuous notice informing the requester of the applicable fee for digital copies and payment instructions.


#### V. Review and Revision

This policy shall be reviewed periodically to ensure its continued relevance and compliance with applicable laws and regulations. Any necessary revisions or updates shall be proposed to the Elite Academic Academy Board of Directors for approval.

#### VI. Severability

If any provision of this policy or its application to any person or circumstances is held invalid, the remainder of the policy or the application of the provision to other persons or circumstances shall not be affected.

Approved:

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[Signature of Board President] Board Vice President.  
Currently, the seat of Board President is vacant.

[Date] 8/3/2023