



MASTER FEE SCHEDULE
Chapter 2 – General Government Fees
Records, Documents & Research
 City of Chula Vista Office of the City Clerk
 276 Fourth Avenue, Chula Vista, CA 91910

FEE BULLETIN

2-100

May 2010

PUBLIC RECORDS REQUEST

Per the California Public Records Act (PRA) of 1968, any individual requesting the City provide existing documents or records shall be charged only the direct cost of document reproduction.

Document or record, 1st page\$1.00
 Each additional page\$0.10

Documents or records requested will be made available for pick up at City Hall. Upon request from the applicant, the City may deliver the documents and records via mail or fax, subject to reimbursement to the City for actual costs incurred in delivery.

The requesting individual shall not be charged for time required to conduct related research and investigation. Requests under the PRA must be submitted to the City Clerk’s Office.

PRA exceptions

Requests requiring the creation of new documents or computer programming will be charged a fee of the full cost including overhead for the time to create such document or program. Requestor will be required to provide a deposit to cover estimated costs, as calculated by City staff. Requests for these services must be made in writing.

RECORDS & DOCUMENTS

1. Intergovernmental document requests

Copies of any documents, minutes or records referenced herein will be furnished to any federal, state, county, municipality, district, department thereof, governmental agency or any federal officer acting in his official capacity without charge except in the case of a request for a transcript of the recorded proceedings of any meeting or public hearing; provided, however, that any such governmental agency shall be required to pay the fee herein required for all copies in excess of one.

2. Annual subscriptions for Agendas/minutes

Agendas and/or minutes of the meetings of the City Council, Planning Commission or Redevelopment Agency may be mailed to applicants for an annual fee.

Agendas and minutes..... \$90
 Agendas only \$30
 Minutes only..... \$65

3. Copies of any official record (from copy machine, microfilm, or microfiche)

1st page.....\$1.00
 Each additional page.....\$0.10

4. Business License listings

1st page.....\$1.00
 Each additional page.....\$0.10

Annual subscriptions for business license listings

Future monthly listings of new business licenses issued may be provided to applicants for an annual fee.

One year of monthly listings, pick up..... \$50
 One year of monthly listings, mailed..... \$80

5. Digital data and audio/visual records

Copies of data and A/V records on digital media

Per CD.....\$5.00
 Per DVD\$5.00
 Other media, as requested.....Actual cost

Any requests which require programming shall be charged a fee of the full cost including overhead for the time to create the requested program.

6. GIS maps

Per plot \$25