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

SERVICES | AMOUNT
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**DUPLICATION FEES**

*Duplication General:*
- Copy Rate: $0.10 per page
- CD/DVD Disks: $4.00 per disk
- Microfilm Copies: $0.15 per page
- 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: $7.50 per address/incident
- 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: Actual cost per hour based on OCFA Cost Reimbursement Rates, minimum one hour: $52.00 per hour
- Requiring research of records, analysis, compilation: Actual cost per hour for the first hour, thereafter billed in ¼ hour increments + $0.10 per page

**911 Audio Recording:** $25 per incident

*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 ..................................................................................................... actual cost @ $69.00 per hour/ 2 hour minimum
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 OCFA will benefit by providing the service at no cost.

(a) Examples of the types of service for which the above fees may be waived are as follows:
   (1) Requests from City Officials, Board Members, etc. for business purposes
   (2) Requests from individuals or firms directly concerned with pending actions of the Board of Directors or Executive Committee, which require their attendance at a Public Hearing or when legal notice is required.
   (3) Requests from other Public agencies, including law enforcement agencies and the District Attorney, in cases of cooperative exchange of information.

(b) Decisions on questionable items shall be made by the Fire Chief or 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
- Fire Prevention
- Special Activities
- And any other OCFA miscellaneous billings