



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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AUDITOR-CONTROLLER

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500 W. TEMPLE ST., ROOM 603  
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April 25, 2013

TO: Administrative Deputies  
Fiscal Officers

FROM: <sup>CY</sup> Connie Yee, Chief  
Accounting Division

**SUBJECT: CHARGES FOR COPYING PUBLIC RECORDS - FY 2012-13**

The rates shown below are effective for Fiscal Year 2012-13 and are to be used to recover the County's average cost of providing copies of public records when no other fee is established by statute:

\$ .03 per copy (legal or letter size)

\$ .75 per order handling fee (excludes retrieval and preparation time)

A charge for the actual cost of copying public records is required by Section 6253(b) of the Government Code. Sales tax is not applicable unless the document being copied is an entire manual or publication that would ordinarily be subject to sales tax. In such cases, the appropriate sales tax should be collected and reported to the Auditor-Controller. If the applicability of sales tax is in doubt, contact the local office of the State Board of Equalization.

If your department's actual costs are significantly different from those shown above, or the circumstances related to the request are unusual, you may need to develop your own rates. You should include the salaries and employee benefits of the staff required to make the copy and prepare a receipt for the payment. The cost of operating and maintaining the copy equipment, and the cost of supplies should also be included. The costs associated with retrieving the requested document should not be included.

If you wish to calculate your own rates, please contact our Cost Accounting Section at (213) 893-0972, so that we may provide assistance and review your rate calculations.

CY:RV

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