

COPIES – REQUEST FOR

The District Administrator shall establish procedures to insure requests of employees and citizens for copies of materials reproduced on an office copy machine and fulfilled on a timely basis as permitted by statute. The District will be compensated appropriately for time and materials for providing this service.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Exhibit 1, Request for Copies

LEGAL REFERENCE: