



## County of Santa Clara

Policy Name: Subscription Service for Transmitting Requested County  
Information via U.S. Mail - Board Policy 3.42  
Page 1 of 2

**Policy Type:** Board

**Category:** Administrative Practices

**Policy Name:** Subscription Service for Transmitting Requested County  
Information via U.S. Mail - Board Policy 3.42

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

### **3.42 SUBSCRIPTION SERVICE FOR TRANSMITTING REQUESTED COUNTY INFORMATION VIA U.S. MAIL (Adopted 3-16-04)**

The Board of Supervisors is committed to providing public access to various types of County information and recognizes that there are numerous options as to what method is used to provide information to ensure efficiency, less labor-intensiveness, and reduced cost.

In an effort to enable the public and all interested parties to obtain copies of agendas, full agenda packets and minutes for the meetings of the Board of Supervisors; Board Committees, Task Forces; Advisory Boards/Commissions and any other legislative body staffed by County personnel, it is policy that:

- Requests for copies of agendas, full agenda packets, and meeting minutes will be accommodated through the use of computer technology, free of charge.
- If computer technology is not feasible, requests will be accommodated through the use of a subscription service fee based on current postage (mailing rates) and copy charges established by County administration.



## County of Santa Clara

Policy Name: Subscription Service for Transmitting Requested County  
Information via U.S. Mail - Board Policy 3.42  
Page 2 of 2

- The fee will be calculated annually based on multiplying the applicable per agenda material charge by the particular mailing frequency of each specific Board, Commission, Committee, or other qualified entity.
- The Clerk of the Board of Supervisors is authorized to administer the Subscription Service Program and to maintain and/or modify the subscription fee as appropriate.

### Related Policies

None.

### Related Forms and Information

None.

### History

Date	Changes Made
1/29/2014	Policy Uploaded. (John Myers)
3/16/2004	Policy Adopted. <a href="#">View legislative file.</a>