



POLICY AND PROCEDURE

Subject: Distribution of Public Documents To Newspapers	Index: Administration Number: 104-2
Effective Date: Nov. 1, 1995	Prepared By: City Clerk
Supersedes: N/A	Approved By: Candace Haggard

- 1.0 **PURPOSE:** To establish procedures for the provision of certain public documents to the newspapers, free of charge, which will benefit the public at large. Providing this information enables the newspapers to publish and disseminate to the people of the City important information about City business which is scheduled for consideration by the City Council.
- 2.0 **ORGANIZATIONS AFFECTED:** All Departments/Divisions
- 3.0 **REFERENCES:** Government Code - Title 1, Division 7, Chapt. 7
(Section 6000, et seq.)
Government Code - Section 34,090, et. seq.
- 4.0 **POLICY:**
- 4.1 The City of San Clemente will provide, free of charge, copies of City staff reports and related information to "newspapers of general circulation" for the County of Orange which have a minimum average daily circulation of at least 2,000 copies within the City.
- 4.2 Those persons or entities which do not qualify as "newspapers of general circulation" will be charged the applicable fee, as established by City resolution, as allowed under the Public Records Act.
- 5.0 **DEFINITIONS:**
- 5.1 The term "newspaper of general circulation" as used in this policy shall have the same definition as contained in Title 1, Division 7, Chapter 1 of the Government Code. (Section 6000, et seq.)

6.0 **PROCEDURE:**

- 6.1 City staff is authorized to provide copies of City staff reports and related information to "newspapers of general circulation" for the County of Orange which have a minimum average daily circulation of at least 2,000 copies within the City.
- 6.2 Staff reports, and any other relevant information, which have been prepared for the City Council, Council-appointed commissions and committees, which are to be considered at a duly-noticed public meeting, may be made available at City Hall, upon request, to a representative of the newspaper, following distribution of the meeting agendas and agenda packets to the City Council, commissions and committees.
- 6.3 All other persons and entities which do not qualify as "newspapers of general circulation" will be charged the fees established by City resolution, as allowed under the Public Records Act.

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