

## Procedure For Carrying Out Commercial Photo Request

1. When a photo use request is received Harbor Department personnel in the lead processing division (e.g. Director of Archives & Collections/Archives, Graphics Supervisor/Public Relations or Legislative Representative/Government Affairs) will determine if it is for commercial use or for personal use, which falls under the umbrella of CPRA with assistance from the City Attorney's office and/or Government Affairs Division as necessary.
2. If the request is determined to be for personal use under the CPRA it will be routed to the Government Affairs Division and normal procedures for CPRA requests will be followed.
3. If the request is determined to be for commercial use it will be routed to the Archives, and Archives staff will provide the requestor/licensee with the Licensing Fee Schedule and ask the requestor/licensee to fill out the Research Request Form for internal use. If request is for more than 20 photos City Attorney's Office will be contacted before request is processed. For orders of more than 20 images, the City Attorney's Office will not use Licensing Agreement, but will review the request and draw up special forms, which may include a different pricing depending on volume and specific circumstances.
4. If request is less than 20 photos, Archives staff will inform the requestor/licensee the estimated time required to fulfill the request, which is typically 5 to 15 business days, but depends on the volume of requested images and staff's workload at the time, etc.
5. Archives staff will carry out the research request and route the Licensing Agreement to the City Attorney's Office for review.
6. Upon approval by the City Attorney's Office, Archives staff will mail or email two (2) copies of the Licensing Agreement, which will also serve as an invoice, stating the amount due for the order.
7. Requestor/licensee will fill out and sign both sets of forms and return them to the Archives with their check for the amount stated on the Licensing Agreement.
8. Archives staff will forward check and supporting documents to the Cashier at the 4<sup>th</sup> Floor Administration, by the next business day, to be deposited in the Harbor Revenue Fund GL Code 49093.
9. Signed originals of the Licensing Agreement will be routed to the City Attorney's Office to be signed as to form and legality, and to the Executive Director or Designee for signature.
10. Signed Licensing Agreements will be routed back to the Archives. Archives staff will keep one signed original Licensing Agreement and return the other signed original to requestor/licensee with DVD of ordered images.
11. Signed original of the Licensing Agreement and a copy of the check will be kept on file in the Archives Office for three years, after which they will be forwarded to Records Management Division and kept on file according to the City of Los Angeles Records Retention Schedule.
12. If Archives or any Harbor Department division becomes aware that the requestor/licensee has violated the terms of the License Agreement they will inform the City Attorney's Office.

13. The Executive Director of the Harbor Department or Designee may waive the Commercial Use Fee if it is in the best interest of the Harbor Department or for the public benefit, however steps 1-10 must be followed and a Licensing Agreement form must be signed and kept on file.