

FEE SCHEDULE FOR FOIA REQUESTS

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver/reduction in the public interest, as defined by FOIA, the charges associated with copies in response to FOIA requests shall be as set forth below:

- No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested
- Thereafter, a fee of **15 cents** per page will be charged for each additional black and white, legal or letter sized copy
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records
- The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, jump drive or other medium.
- The cost for certifying a public record shall be \$1.

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction, the District may take into consideration the amount of materials requested and the cost of copying them.

Commercial Requests. Up to \$10 may be charged for each hour spent by personnel in searching for and retrieving a requested record in response to a commercial request, although no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the public body may also be charged to a commercial requester. If a public body charges such a fee, it must provide the commercial requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

