

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
FEE SCHEDULE

- POLICY -

As permitted in B.C.'s *Freedom of Information and Protection of Privacy Act*, the Board of Education of School District No. 85 will charge set fees when responding to a formal access request. These fees recover in part the additional operating costs for which the Board is not compensated by the provincial government to implement and administer FOI/POP. The Board officials designated in the FOI/POP Delegation of Authority Policy are responsible for ensuring the implementation of this policy. This policy applies to all schools and to all departments.

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- REGULATION -

The Board shall use the Schedule of Maximum Fees below when processing formal access requests under the Freedom of Information and Protection of Privacy Act. The Board shall not charge fees for a formal access request when the total chargeable fee is ten (\$10) dollars or less.

Informal access requests are not subject to the FOI/POP fee schedule. They are subject instead to the Board's regular reproduction and service fees.

Fees cannot be charged when the request is for access to the individual's own personal information.

The Board shall continue to charge its regular fee for an official transcript or other records where an established procedure exists to provide routine access.

Schedule of Maximum Fees

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1. For applicants other than commercial applicants:

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| a) for locating and retrieving a record | \$7.50 per 1/4 hour after the first 3 hours |
| b) for producing a record manually | \$7.50 per 1/4 hour |
| c) for producing a record from a machine readable record | \$16.50 per minute for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per 1/4 hour for developing a computer program to produce the record |
| d) for preparing a record of disclosure and handling a record | \$7.50 per 1/4 hour |
| e) for shipping copies | actual costs of shipping method chosen by applicant |
| f) for copying records | |
| i) photocopies, computer printouts | \$.25 per page (8.5" x 11", 8.5" x 14")
\$.30 per page (11" x 17") |
| ii) photographic print of textual, graphic or cartographic record | \$12.50 each (8" x 10") |
| iii) hard copy laser print, B/W, 300 dots/inch | \$.25 each |
| iv) hard copy laser print, colour | \$1.65 each |

2. For each service listed in item 1: the actual cost of producing that service.