

AP Appendix 1300 B: Freedom of Information and Protection of Privacy Act Fee Schedule

As permitted by the *Freedom of Information and Protection of Privacy Act*, SD8 will charge fees for applicants under the Act.

Procedure

The maximum fees to be charged applicants under the *Freedom of Information and Protection of Privacy Act* shall be as outlined below. If the total fees charged an individual applicant for an individual request are less than a total of \$25, the fees will be waived. Fees may also be waived under the conditions outlined in the [Act](#).

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 school district-owned asset | \$7.50 per 1/4 hour |
| d) for preparing a record for disclosure/handling | \$7.50 per 1/4 hour record |
| e) for shipping copies | actual costs of shipping method chosen by applicant |
| f) for copying records | photocopies, computer printouts (black and white)
\$.25 per page (8.5" x 11", 8.5" x 14")
\$.30 per page (11" x 17") |