

Fee Schedule for FOIA Requests

Unless a fee is otherwise fixed by law, or unless the District grants a request for a fee waiver/reduction in the public, as defined by FOIA, the charges associated with copies in response to FOIA requests shall be as set forth in this *Fee Schedule for FOIA Requests*.

Paper Copies.

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. A fee of \$0.15 per page will be charged for each additional black and white, letter or legal sized copy. For all other copies, including color copies, the District will charge \$0.25 per page.

The District will charge \$1.00 for certifying a record.

Recording Medium.

The District will charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium.

Search and Retrieval Fees.

In responding to a commercial request, as defined by FOIA, the District will charge \$10.00 for each hour spent by personnel in searching for and retrieving a requested record or examining the record for necessary redactions; however, no fees will be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The District will charge the actual cost of retrieving and transporting public records from an off-site storage facility when the District's records are maintained by a third-party storage company under contract with the District.

Voluminous Requests.

If a voluminous request is for electronic records and those records are not in a portable document format (PDF), the District will charge \$20 for not more than 2 megabytes of data, \$40 for more than 2 but not more than 4 megabytes of data, and \$100 for more than 4 megabytes of data. If a voluminous request is for electronic records and those records are in a portable document format, the District will charge \$20 for not more than 80 megabytes of data, \$40 for more than 80 megabytes but not more than 160 megabytes of data, and \$100 for more than 160 megabytes of data. If the responsive electronic records are in both a portable document format and not in a portable document format, the District may separate the fees and charge the requester under both fee scales.