

**4650 Fee Schedule**

Policy 4650

STATUS: ADOPTED

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*FEE SCHEDULE -  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

Adopted and Codified: June 28, 1995

Last Revised: June 19, 2013

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Description:

As permitted by the Freedom of Information and Protection of Privacy Act, the Board of Education will charge fees for applicants under the Act. No fees shall be charged individuals who are accessing their own personal information.

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**Description:**

The maximum fees to be charged applicants under the Freedom of Information and Protection of Privacy Act shall be as outlined below. Fees may be waived under the conditions outlined in the Act.

1. For applicants other than commercial applicants there is no charge for the first 2 hours of research or preparation of records. Following the 2 hours of free time, the following fees apply:
  - i) for locating and retrieving a record - \$7.50 per 1/4 hour;
  - ii) for producing a record manually - \$7.50 per 1/4 hour;
  - iii) for preparing a record for disclosure and handling a record - \$7.50 per 1/4 hour;
  - iv) for shipping copies - actual costs of shipping method chosen by applicant;
  - v) for copying records:
    - (a) photocopies, computer printouts: \$0.25 per page (8.5"x11" or 14")  
\$0.50 per page (11"x17")
    - (b) CD/DVD: \$10 per disk
    - (c) microfilm to paper duplication: \$0.50 per page
    - (d) photographs (colour or B&W): \$5 to produce a negative + actual cost of prints
    - (e) photographic print of textual, graphic or cartographic record (8x10" B&W): \$12.50 each
    - (f) hard copy of laser print, B&W - \$0.40 each
    - (g) plans: \$1.00 per square metre
    - (h) audio or video duplication: \$10.00 plus \$7.00 per 1/4 hour of recording.
2. For commercial applicants, for each service listed in item 1, fees may be the actual cost of providing that service, if the actual cost is significantly higher than the listed fees.
3. No fees shall be charged to individuals who are accessing their own personal information unless copies or resources are requested.