ACCESS TO INFORMATION: FEES

**Date**
November 24, 1994

**Number**
I 10.04

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**Mandated Review**
March 18, 2026

Policy Authority: General Counsel and University Secretary
Parent Policy: Access to Information (I 10.04)

1.0 PURPOSE

1.1 To state the fees that will be charged when Simon Fraser University (“the University”) responds to a formal access request, in compliance with the access provisions in British Columbia’s Freedom of Information and Protection of Privacy Act (“the Act”).

1.2 This fee schedule is consistent with other British Columbia universities and allows the University to recover, in part, additional operating costs for which the University is not compensated by the provincial government to implement and administer the Act.

2.0 GENERAL

2.1 In accordance with the Access to Information policy (I 10.04) the University shall use the Schedule of Maximum Fees as set out in the regulations under the Act, and as reproduced below, when processing formal access requests under the Act.

2.2 The University shall not charge fees for a formal access request when the total chargeable fee is twenty dollars ($20.00) or less.

2.3 Informal access requests are not subject to the fee schedule. They are subject instead to the University’s regular reproduction and service fees.

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

2.5 The University shall continue to charge its regular fee for an official transcript or other records where an established procedure exists to provide routine access.
3.0 SCHEDULE OF MAXIMUM FEES

3.1 For applicants other than commercial applicants:

3.1.1 for locating and retrieving a record: $7.50 per 1/4 hour after the first 3 hours

3.1.2 for producing a record manually: $7.50 per 1/4 hour

3.1.3 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

3.1.4 for preparing a record for disclosure and handling a record: $7.50 per ¼ hour

3.1.5 for shipping copies: actual costs of shipping method chosen by applicant

3.1.6 for copying records:

a. photocopies and computer printouts: $0.25 per page (8.5" x 11", 8.5" x 14") $0.30 per page (11" x 17")

b. floppy disks: $10.00 per disk

c. computer tapes: $40.00 per tape, up to 2,400 feet

d. microfiche: $10.00 per fiche

e. 16mm microfilm duplication: $25.00 per roll

f. 35mm microfilm duplication: $40.00 per roll

g. microfilm to paper duplication: $.50 per page

h. photographs (colour or black and white):
   • $5.00 to produce a negative;
   • $12.00 each for 16" x 20";
   • $9.00 each for 11" x 14";
   • $4.00 each for 8" x 10";
   • $3.00 each for 5" x 7"

i. photographic print of textual, graphic or cartographic record (8" x 10" black and white): $12.50 each

j. hard copy laser print, B/W, 300 dots/inch: $.25 each

k. hard copy laser print, B/W, 1,200 dots/inch: $.40 each

l. hard copy laser print, colour: $1.65 each

m. photomechanical reproduction of 105mm cartographic record/plan: $3.00 each
n. slide duplication: $0.95 each

o. plans: $1.00 per square metre

p. audio cassette duplication: $10.00 plus $7.00 per 1/4 hour of recording

q. video cassette (1/4" or 8mm) duplication: $11.00 per 60 minute cassette plus $7.00 per 1/4 hour of recording; $20.00 per 120 minute cassette plus $7 per 1/4 hour of recording

r. video cassette (1/2") duplication: $15.00 per cassette plus $11.00 per 1/4 hour of recording

s. video cassette (3/4") duplication: $40.00 per cassette plus $11.00 per 1/4 hour of recording

3.2 For commercial applicants:

3.2.1 For each service listed in section 3.1: the actual cost of providing that service.