Freedom of Information Fee Schedule

Purpose

- To ensure compliance with the access provisions in B.C.’s Freedom of Information and Protection of Privacy Act.
- To set fees to be charged when responding to a formal access request.
- To recover in part additional operating costs for which the University is not compensated by the provincial government to implement and administer FOI/POP.
- To provide a fee schedule policy consistent with other B.C. universities.

Responsibility

- The University officials designated by the Board of Governors in the FOI/POP Delegation of Authority are responsible for ensuring the implementation of this policy.

Scope

- This policy applies to all departments.

Policy

- The University shall use the Schedule of Maximum Fees below when processing formal access requests under the Freedom of Information and Protection of Privacy Act.
- The University shall not charge fees for a formal access request when the total chargeable fee is twenty ($20) dollars or less.
- Informal access requests are not subject to the FOI/POP fee schedule. They are subject instead to the University’s regular reproduction and service fees.
- Fees cannot be charged when the request is for access to the individual’s own personal information.
- 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.

Schedule of Maximum Fees

1. For applicants other than commercial applicants:
   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 for 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 and computer printouts: $.25 per page (8.5" x 11", 8.5" x 14")
         $.30 per page (11" x 17")
      ii. floppy disks: $10.00 per disk
      iii. computer tapes: $40.00 per tape, up to 2,400 feet
      iv. microfiche: $10.00 per fiche
      v. 16mm microfilm duplication: $25.00 per roll
vi. **35mm microfilm duplication**: $40.00 per roll
vii. **microfilm to paper duplication**: $.50 per page
viii. **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"
ix. **photographic print of textual, graphic or cartographic record (8" x 10" black and white)**: $12.50 each
x. **hard copy laser print, B/W, 300 dots/inch**: $.25 each
xi. **hard copy laser print, B/W, 1,200 dots/inch**: $.40 each
xii. **hard copy laser print, colour**: $1.65 each
xiii. **photomechanical reproduction of 105mm cartographic record/plan**: $3.00 each
xiv. **slide duplication**: $.95 each
xv. **plans**: $1.00 per square metre
xvi. **audio cassette duplication**: $10.00 plus $7.00 per 1/4 hour of recording
xvii. **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
xviii. **video cassette (1/2") duplication**: $15.00 per cassette plus $11.00 per 1/4 hour of recording
xix. **video cassette (3/4") duplication**: $40.00 per cassette plus $11.00 per 1/4 hour of recording

2. **For commercial applicants:**

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