

AP 209 – Freedom of Information and Protection of Privacy Act Fee Schedule

Purpose

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

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](#).

1. 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

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| 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, computer printouts (black and white) | \$.25 per page (8/5" x 11", 8.5" x 14") \$.30 per page (11" x 17") |

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3. No fees shall be charged to individuals who are accessing their own personal information.

Adopted: December 14, 1994

Amended: February 11, 2021