

## Benzonia Public Library Policy Manual

### FOIA Fees Schedule

**Labor costs for the search, location, and examination of public records:**

\$ 11.00 per hour in 15 minute increments rounded down

No charge if BPL has the records on hand, for example, from a previous request

**Labor costs for review and separation for non-exempt and exempt materials**

Per hour charge depends on pay rate of employee qualified to handle

**Actual costs of non-paper physical media**

Actual and most reasonably economic cost of CD's, flash drives, etc.

**Actual cost of duplication or publication**

\$ 0.10 per sheet of 8.5 x 11 or 8.5 x 14 inch paper, printed double-sided

**Labor costs for duplication and publication**

\$ 11.00 per hour in 15 minute increments rounded down

**Actual costs of mailing**

BPL will charge for the least expensive form of postal delivery unless enhanced shipping or insurance specifically stipulated to by the requester.

**Deposit**

If the Library estimates a fee to process a FOIA request greater than \$50.00, the Library will require a good-faith deposit from the requestor before providing the public records to the requestor. The deposit shall not exceed 1/2 of the total estimated fee.

**Indigency**

The first \$20 of a fee is waived with an affidavit of indigency. A requesting person must include a statement that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration. Other than \$20.00 for cases of indigency, no Library employee shall waive a fee or any part of a fee without authorization from the FOIA Coordinator.

Approved: July 12, 2017