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