



## **FOIA Fee Schedule**

Regional Medical Center intends for FOIA requests to be answered without charge whenever possible. Those requests which require substantial employee time may be charged reasonable fees as allowed by the Act. The fees will be charged at the lowest rate possible.

Guidelines for determining what is reasonable are established as follows:

Photocopying - requests that require copying approximately 50 pages or more may be charged 20 cents per page for black and white copies and 40 cents per page for color copies.

Employee/Administrative Time - requests that require approximately one hour or more of staff time may be charged a fee based on the hourly wage of the employee(s) with the lowest possible wage.

Postage or Other Fees - requests that require more than \$5.00 in postage or other fees may be charged the actual cost incurred.

Charges may be assessed for both photocopying and employee/administrative time.

Charges will not be assessed for making records accessible for review unless it is determined that considerable time by knowledgeable staff is required to prepare documents for review.

If fees are to be charged, notice of the approximate costs will be provided in advance.

Payment in part or in full of any fees charged may be required prior to the release of records. If the cost of responding to the request is estimated to be \$200 or more, then a minimum deposit amounting to at least 25 % of the estimated cost will be required.

