

Fees Charged

Search and review costs will be calculated based upon the pay scale of the person conducting the search or review. Duplication costs are assessed for only those documents that ultimately are released in full or denied in part; duplication costs are not assessed for documents denied in full, or referred to originating agencies for direct reply.

Search

For both manual and computer searches, the Department will charge the estimated direct cost of each search based on the average current salary rates (including benefits) of the categories of personnel doing the searches.

Review of records

It is Department policy to charge the same hourly rates for review as for searching. Only requesters who are seeking documents for commercial use may be charged for time spent reviewing records to determine whether they are releasable. Charges may be assessed for the initial review only; i.e., the review undertaken the first time the Department analyzes the applicability of a specific exemption to a particular record or portion of a record.

Search and Review rates

The categories of personnel that may conduct searches and reviews and the estimated hourly costs based on the average current salary rates (including benefits) for those categories are:

- Administrative/clerical – \$19/hour
- Professional – \$38/hour
- Executive -- \$71/hour

Duplication of records

Records shall be duplicated at a rate of \$.15 per page.

Please Note: a request for copies of a contract or contracts requires an agreement to pay up to \$300 per contract.

No Charge For Requests Under \$10.00

The Department does not charge for requests in which the costs of routine collection and processing of the fee are likely to equal or exceed the amount of the fee for FOIA requests. This means that if billable costs are less than \$10.00, the requester is not charged.