



## Fees for Freedom of Information and Protection of Privacy Act Requests

In addition to the \$5.00 application fee, the hospital is permitted to charge certain fees in connection with responding to an FOI request. Section 57(1) of Freedom of Information and Protection of Privacy Act (FIPPA) outlines those costs incurred by the hospital that can be charged to the requester as fees, namely:

- (a) costs of every hour of manual search required to locate a record;
- (b) costs of preparing the record for disclosure;
- (c) computer and other costs incurred in locating, retrieving, processing and copying a record;
- (d) shipping costs; and
- (e) any other costs incurred in responding to a request for access to a record.

Some of these fees are prescribed by FIPPA Regulation 460. The table below outlines the fees that can be charged in connection with a general records request and the fees that can be charged in connection with a personal information request.

<b>Fees for a General Record Request</b> (s. 57(1) FIPPA, s. 6 Reg. 460)	<b>Amount / Rate</b>
Photocopies and computer printouts	\$0.20 per page
Records provided on CD-ROMs	\$10.00 for each CD-ROM
Manually searching a record	\$7.50 for each 15 minutes spent by any person
Preparing a record for disclosure, including severing a part of the record	\$7.50 for each 15 minutes spent by any person
Developing a computer program or other method of producing a record from a machine readable record	\$15.00 for each 15 minutes spent by any person
Costs, including computer costs, incurred in locating, retrieving, processing and copying the record(s) if those costs are specified in an invoice received by the hospital	Actual costs incurred

If the fee estimate is \$100 or more the Hospital will issue an interim decision letter and require the requester to pay a deposit of up to 50% of the amount of the estimate. If after thirty days of issuing this letter there is no response from the requester, the request will be deemed abandoned and the file closed.