

1. **Written Request.** A person, as defined under the FOIA, may request in writing public records from Library.
2. **FOIA Coordinator.** Library appoints the Library Director as the FOIA Coordinator. The FOIA Coordinator or his or her designee will respond to requests in accordance with the FOIA.
3. **Fees.** Library may charge a fee for a public record search, the necessary copying of a public record for inspection or for providing a copy of a public record as set forth in the Resolution.
  - a. **Fees for Examination, Review and Deletion and Separation of Exempt Material:** Library may charge for a fee, including a labor fee, for responding to a request. Labor charges will be calculated at the hourly wage, including but not limited to fringe benefits, of the lowest paid, public body employee of Library capable of retrieving the information necessary to comply with a request under the FOIA.
    - 1) Library may charge a fee, including a labor fee, for the actual incremental cost of duplication or publication and publication for inspection.
    - 2) A fee, including a labor fee, may be charged for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information if the failure to charge the fee would result in unreasonably high costs to Library because of the nature of the request in the particular instance, and the FOIA Coordinator identifies the nature of the unreasonably high costs to Library.
      - a) Costs of search, examination, review, and the deletion and separation of exempt from nonexempt information of \$50.00 or more are considered unreasonably high costs to Library due to the amount of time that must be devoted to such tasks in order to incur that level of costs and the cumulative effort such requests would have on the Library's ability to provide its usual services to the public.
      - b) For costs less than \$50.00, the FOIA Coordinator shall determine when the costs are unreasonably high in a particular instance, including but not limited to instances when the costs would be excessive and beyond the normal or usual amounts form responding to a request.
  - b. **Mailing and Postage Fees.** Library may charge the actual costs of mailing the documents to the person who submitted the FOIA request.

- c. **Duplication Fees.** The following Schedule of Fees will apply to requests for documents under the FOIA. The list of costs shall not be deemed to be all-inclusive. Other fees may be calculated and established by the FOIA Coordinator in accordance with the FOIA.
- 1) STANDARD LEGAL AND LETTER SIZE PUBLIC DOCUMENTS: one or two sided sheets ~~ten (\$ .10) five (\$ .05)~~ cents for each page.
  - 2) RETURNED CHECKS: The Library shall charge the actual cost charged by the bank to the Library for returned checks.
  - 3) VIDEO OR AUDIO TAPES: Actual cost of the tape and actual cost of the reproduction of tape.
  - 4) COMPACT DISCS OR DVDs: Actual cost of disc or CD.
  - 5) OVERSIZED DOCUMENTS: Actual costs incurred by Library in order to provide a copy.
4. **Affidavit of Indigence.** A public record search shall be made and a copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request from an individual who is entitled to information under the FOIA and who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the costs because of indigence.
5. **Public Interest Reduction or Waiver.** The FOIA Coordinator may reduce or waive the imposition of fees if the Coordinator determines that a waiver or reduction of the fee is in the public interest because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.
6. **Deposit.** In cases where a charge exceeding \$50.00 for copies is expected, a good faith deposit shall be collected, not to exceed one-half (1/2) of the expected total fee, when the request for such information made.
7. **Release of Documents upon Payment of Fee.** After a person requesting information pays for the costs of production, the FOIA Coordinator shall release the requested information to that person.

Approved: October 12, 2005

Reviewed: September 25, 2013, January 22, 2019