



Town of Lake View

Freedom of Information Act Rates

Records will be furnished at the lowest possible cost to the person requesting the records. To accomplish this, the following will be applied:

\$0.75 per page for paper copies.

Hourly charges for search, retrieval and redaction of records charged based on the lowest paid employee of the department in which the records are being retrieved. Rate per hour will begin at \$28.00 per hour.

Applicant may be required to deposit 25% of the anticipated costs for the reproduction of the records prior to the Town searching for or making the requested records.

Fees are not charged for examination and review to determine if the documents are subject to disclosure.

Copy charges (\$0.75 per page) do not apply to records that are transmitted in an electronic format.

If records are not in electronic format and the Town agrees to produce them in electronic format, the Town may charge for the staff time required to transfer the documents to electronic format.

Documents may be furnished when appropriate without charge or at a reduced charge where the Town determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public.

The full amount of the total cost must be paid at the time of the production of the request.

