



Freedom of Information Request – Fee Schedule

Fees for a Request for Records	
Photocopies and computer print outs	\$0.20 per page
Records provided on CD-ROMS	\$10.00 for each CD-ROM
Manually searching for 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
Costs, including computer costs, incurred in locating, retrieving, processing and copying a record if those costs are specified in an invoice received by the Hospital	Actual costs incurred

Fees for a Personal Information Request	
Photocopies and computer print outs	\$0.20 per page
Records provided on CD-ROMS	\$10.00 for each CD-ROM
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 a record if those costs are specified in an invoice received by the Hospital	Actual costs incurred