

## **THE VIRGINIA FREEDOM OF INFORMATION ACT (FOIA) FEE SCHEDULE**

As provided by Section 2.2-3704(F) of the Code of Virginia of 1950, as amended, “a public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records.”

Section 2.2-3704(H) of the Code of Virginia of 1950, as amended, provides in pertinent part that:

In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records.

In an effort to apprise the public of the charges associated with supplying records requested pursuant to FOIA, Richmond Public Schools (RPS) provides the following itemization of charges:

- The hourly rate of the employee(s) responsible for accessing, duplicating, supplying, or searching for the requested records multiplied by the length of time required to process the request will be assessed.
- If copies of records are requested, a cost of one cent per page will be assessed. This duplication cost is in addition to the hourly rate of the employee(s) responsible for duplicating the requested records.
- If copies of audio CDs are requested, a cost of thirty-five cents per CD will be assessed. This cost is in addition to the hourly rate of the employee(s) responsible for duplicating the requested records.
- As stated above, when the estimated advance determination of charges exceeds \$200, a deposit will be required in an amount equal to half of the total amount of the estimated advance determination of charges. The deposit will be credited toward the final cost of supplying the requested records. RPS will not continue processing a request for records until RPS receives a response from the requester indicating his/her acceptance of such charges and remittance of the deposit.

Upon request, RPS will estimate in advance the charges for supplying the requested records. A final itemized statement of actual costs assessed will be provided upon completion of processing the request for records.

As provided by Section 2.2-3704(I) of the Code of Virginia of 1950, as amended, before processing a request for records, RPS may require a requester to pay any amounts owed to RPS for previous requests for records that remain unpaid 30 days or more after receipt of the final

itemized statement of actual costs. All payments due under this fee schedule shall be sent to the attention of the Clerk of the School Board at 301 North Ninth Street, 17<sup>th</sup> Floor, Richmond, Virginia 23219. Checks and money orders shall be made payable to Richmond Public Schools.

RPS reserves the right to amend or supplement this fee schedule as necessary in accordance with the applicable law.

Please contact the Clerk of the School Board at (804) 780-7716 with any questions or concerns regarding this fee schedule. Questions may also be submitted to the Clerk in writing at the above-listed address.

The Virginia Freedom of Information Act is codified at Sections 2.2-3700 through 2.2-3714 of the Code of Virginia of 1950, as amended.

Effective: March 1, 2010