



**Fee Schedule**

**FREEDOM OF INFORMATION REQUEST FOR  
PUBLIC RECORDS**

FOIA Activity	Associated Charges	# of Units	Subtotal Cost
<u>Staff Search/Retrieval Time</u> <ul style="list-style-type: none"> <li>Every hour</li> </ul>	\$25.00		
<u>Redaction Time</u> <ul style="list-style-type: none"> <li>Every hour</li> </ul>	\$25.00		
<u>Copies</u> Size 8½” x 11” and or legal <ul style="list-style-type: none"> <li>Black and white</li> <li>Color</li> </ul>	.10¢ per page .20¢ per page		
<u>Over-size copies, CD’s, DVD’s &amp; USB</u>	At cost		
<u>Accident or Incident Report</u> <ul style="list-style-type: none"> <li>A copy of an accident or incident report will be charged a flat rate for the first 10 pages. Each additional page thereafter will be charged the Town’s per page copy fee.</li> </ul>	\$5.00 for first 10 pages .10¢ per page thereafter the 10 <sup>th</sup> page		
		<b>Total Cost</b>	

**FOIA Requesting Party:** \_\_\_\_\_

**Date and Amount of Deposit (if applicable)** \_\_\_\_\_

**Town Department/Division:** \_\_\_\_\_

**Town Staff Receiving Payment:** \_\_\_\_\_

**Date/Payment Amount:** \_\_\_\_\_

\*Payment of deposit or fee must be made at the Port Royal Town Hall located at 700 Paris Avenue or by mail. In person payment can be made by cash, credit card, money order or certified check. Mailed payments must include a copy of the invoice with payment by money order, certified check or by submitting a credit card authorization form. No payments will be accepted by phone.