



Freedom of Information Act Request Fee Schedule

Under this Policy, the Town of Lyman has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.

	Hours	x Rate	Cost
Search/Retrieval/Redact Time _ Regular Town Business		\$14.50/hr	
Search/Retrieval/Redact Time _ Police Related		\$20.44/hr	
Copies:	Number of Pages:	Unit Price (1 Pg. = 1 Unit):	
Paper Records/Standard Reports		\$0.25/page	
Standard Color Copies		\$0.30/page	
Audio Files		\$6.00/each	
CD/DVD		\$1.00 each + production time	
Standard Maps Larger than 8.5" x 14"		Actual Cost	
Offsite Non-Standard Printing		Actual Rate + time + mileage	
Postage/Shipping (USPS/FEDEX/UPS)		Actual Rate	
Flash Drive		\$12.00 each	
TOTAL COST			

****Requests which are estimated to require three or more hours of staff time for research will be accompanied by a deposit of 25% to defray costs in the event the requestor fails to pay for copies and wages of the staff collecting and copying the documents. Upon payment of the 25% deposit, the records shall be produced within thirty (30) days of said payment, except when the requested documents are more than twenty-four (24) months old. Documents that are more than twenty-four (24) months old shall be produced within thirty-five (35) days of deposit payment. No documents shall be released until such time as the difference is remitted. No FOIA request shall be honored for any person who has failed to reimburse the Town for costs associated with prior FOIA requests until such time as they remit the fees that are in arrears.*