

## Washington County Virginia Sheriff's Office - Fee Policy

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### Citizen Rights & Responsibilities under Virginia Freedom of Information Act:

In accordance with the Virginia Freedom of Information Act, the Washington County Sheriff's Office (WCSO) may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The WCSO may not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the WCSO. Any duplicating fee charged by the WCSO shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Virginia Code § 2.2-3704 (F).

- If the WCSO estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe money from a previous FOIA request that has remained unpaid for more than 30 days, WCSO will require payment of the past-due bill before it will respond to your new FOIA request.
- The WCSO fees to respond to a FOIA request are as follows:

Unlimited pages, electronic copy only	No charge per page -Staff Time Fee will apply.
Pages copied	\$0.02 per page plus Staff Time Fee
CD-ROM	\$0.25 per CD-ROM plus Staff Time Fee
Staff Time Fee, research and copy time	\$4.75/15 minutes (\$19.00/hour), rounded to the quarter hour (i.e., 15 minutes)