

County of Washington, Virginia Fee Policy

Citizen Rights & Responsibilities under Virginia Freedom of Information Act:

In accordance with the Virginia Freedom of Information Act, the County may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The County 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 County. Any duplicating fee charged by the County 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 County 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 us money from a previous FOIA request that has remained unpaid for more than 30 days, County may require payment of the past-due bill before it will respond to your new FOIA request.
- The County's fees to respond to a FOIA request are as follows:

Less than 25 pages copied and less than thirty minutes of staff time required to compile records	No fee
Twenty-five or more pages copied	\$0.20 per page in excess of 24 (no charge for first 24 pages) plus Staff Time Fee, if any
Unlimited pages, electronic copy only	No charge per page; Staff Time Fee only, if any
Unlimited pages, on CD-Rom	\$2.50 for CD-Rom plus Staff Time Fee, if any
Staff Time Fee, if research and copy time is thirty minutes or less	No fee
Staff Time Fee, if research and copy time exceeds thirty minutes	\$3.25/30 minutes (\$7.50/hour), rounded to the half hour (i.e., 30 minutes), for time in excess of the first half hour. (No charge for first half hour of staff time.)