



**RECOMMENDED CHARGES FOR FOIA REQUESTS**

**Effective: August 6, 2018**

**Schedule of Fees for FOIA Requests**

The Town of Abingdon, Virginia will respond to all requests for public records in compliance with the Virginia Freedom of Information Act (FOIA), Sections 2.2-3700 through 2.2-3714 of the Code of Virginia and following this procedure.

Under FOIA laws, the town may charge a requester a reasonable amount for time spent in accessing, duplicating, searching and providing any requested records. These charges may not exceed actual costs to the town. It is the desire of the government to provide information Free of Charge. With this in mind, a person may make five (5) FOIA requests per year and receive their documents electronically, FREE of Charge. Redactions and discretions will be taken as required by the Code of Virginia and the Commonwealth of Virginia FOIA Council and/or the Town Attorney will address any questions. If the requester exceeds the five (5) or requires that the documents be printed, the following charges will apply:

First Five (5) request by VA resident/ electronic response only	Free
Request over initial first five/year VA residents only	\$15 per hour charge for collection and preparation of documents. (1 hour minimum)
All requests for <u>printed</u> documents	.10 cents per page/ per side for printing and \$15 per hour for document handling and preparation
All Requests from Outside Vendor for business purposes	Towns Actual Costs will be charged
Large paper requests in excess of \$200 Labor and printing charges based on \$15 per hour and .10 cents per page/per side	A deposit of 50% will be required
Abingdon Police Department	\$6.00 for the first report in the request; 10 cents per page/ per side for printing and \$15 per hour for document handling and preparation

Prepared by: Floyd Bailey, FOIA Officer