

## **Board Office Guidelines on Fees for Open Records Requests**

The following fees are common among the Regents institutions and the Board office and should be assessed in satisfying any public records request:

Hourly Fee: \$30 per hour, subject to the following –

- Requests requiring less than one hour of staff time will not incur any hourly charges.
- Requests requiring more than one hour of staff time will incur charges for all time spent in excess of one hour. Charges for partial hours are at the institution's discretion.
- Staff time includes (1) time spent retrieving potentially responsive documents, (2) reviewing documents for responsiveness, confidential or other information exempt from disclosure; (3) redaction; and (4) time spent supervising the examination of records by the requestor.
- Staff time does not include legal consultation or time spent determining whether all or a portion of a record is exempt from disclosure.

Copying fees: Photocopies will be provided at no charge for the first twenty pages. A 25 cents per page charge will be assessed for each page in excess of 20 pages.

Computer Programming: Requests necessitating computer programming or extraction of data will be assessed a charge of \$75 per hour for each hour of staff time involved.

Mailing: Fees for mailing will be assessed based on actual cost.

Miscellaneous: Miscellaneous fees, including Board office or university provided cd's and flash drives requested or required for transmission of the request, will be assessed based on actual cost.