



DISTRICT PRACTICE 2950.4

FIPPA FEE SCHEDULE

DISTRICT PRACTICE:

As permitted by the *Freedom of Information and Protection of Privacy Act*, the Board will charge fees for applicants under the Act. No fees shall be charged to individuals who are accessing their own personal information.

PROCEDURE

The maximum fees to be charged applicants under the *Freedom of Information and Protection of Privacy Act* shall be as outlined below. If the total fees charged an individual applicant for an individual request are less than \$25, the fees will be waived. Fees may also be waived under the conditions outlined in the [Act](#).

1. For applicants other than commercial applicants:
 - a) Locating and retrieving a record \$7.50 per ¼ hour after the first 3 hours
 - b) Producing a record manually \$7.50 per ¼ hour
 - c) producing a record from a school district-owned asset \$7.50 per ¼ hour
 - d) preparing a record for disclosure and handling \$7.50 per ¼ hour
 - e) for shipping copies actual costs of shipping method chosen by applicant

- For copying records
 - f) photocopies, computer printouts (black and white) \$.25 per page (8.5 x 11 or 8.5 x 14)
\$.30 per page (11 x 17)

[POLICY 2950 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY](#)

REFERENCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
Student Records Disclosure Order(M14/91)

ADOPTED: September 12, 2023

Amended: