

### Schedule of Fees for Processing of Freedom of Information Access Requests

DOCUMENT TYPE	AMOUNT
Photocopies and printouts	\$0.20 per page
Floppy disks	\$10.00 per disk
Manually searching for a record	\$7.50 per 15 minutes spent by any person
Preparing a document for disclosure (including severing)	\$7.50 per 15 minutes spent by any person
Developing computer program or any other method of producing a record from machine readable record	\$15.00 per 15 minutes spent by any person
Costs, including computer costs that the University incurs in locating, processing and copying the record if those costs are specified in an invoice the University has received.	

***Please note that, in the event of receiving an NSF cheque, the University will cease all work on the request and will endeavour to recoup the fee along with all additional bank charges.***