

FEE ESTIMATE—QUICK CALCULATION GUIDE

If fee will be more than **\$100** a fee estimate is required

1

SEARCH FEE

fee for time required to locate and identify responsive records



Fee:
\$15 per
half hour

IPC Guidelines:

- 1 minute to scan 12 pages of records
- 5 minutes to scan pages in one drawer
- 3 minutes per e-mail account (including copying to another folder)

Search Time Includes:

- Staff time involved with searching for records;
- Examining file indices, file plans or listings of records (paper or electronic);
- Pulling paper files/specific paper records out of files; and
- Reading through files to determine responsiveness.

Search Time Does Not Include:

- Time spent copying the records;
- Time spent going from office to office or off-site storage to look for records; and
- Having someone review the results of the search.

2

PREPARATION FEE

fee for time spent preparing the record for disclosure



Fee:
\$15 per
half hour

IPC Guidelines:

- 2 minutes per page to sever



In instances where the IPC Guidelines do not accurately reflect the circumstances, the public body should test a representative sample of the records for time which can then be applied to the responsive records as a whole.

Preparation Time Includes:

- Time spent physically severing exempt information from records.

Preparation Time Does Not Include:

- Deciding whether or not to claim an exemption;
- Identifying records requiring severing;
- Packing records for shipment;
- Identifying and preparing records requiring third party notice.
- Transporting records to the mailroom or arranging for a courier;
- Time spent by a computer compiling information;
- Assembling information and proofing data;
- Photocopying; and
- Preparing an index of records.



Government institutions cannot charge for the first **2 hours** of search time and/or preparation time.
Local authorities cannot charge for the first **1 hour** of search time and/or preparation time.

3

REPRODUCTION FEE

fee for the reproduction of records



Fee:
\$0.25 per
copy/print out

- actual cost of all other reproductions
- for electronic reproductions: actual cost of storage device

For more details check out the legislation and the *IPC Guide to Exemptions* at www.oipc.sk.ca



Office of the
Saskatchewan Information
and Privacy Commissioner

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