

# FEE ESTIMATE—QUICK CALCULATION GUIDE

If fee will be more than **\$50** a fee estimate is required

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## 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.

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## 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.

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## REPRODUCTION FEE

fee for the reproduction of records



**Fee:**  
\$0.25 per  
photocopy

see s. 6 of the [FOIP Regulations](#) and  
s. 5 of the [LA FOIP Regulations](#) for more

For more details check out  
the legislation and the  
[IPC Guide to Exemptions](#) at  
[www.oipc.sk.ca](http://www.oipc.sk.ca)



Office of the  
Saskatchewan Information  
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