



**Carleton**  
UNIVERSITY

Canada's Capital University

<b>Policy Name:</b>	Freedom of Information Fee Schedule
<b>Originating/Responsible Department:</b>	University Secretary and Legal Counsel
<b>Approval Authority:</b>	ARC
<b>Date of Original Policy:</b>	January 2007
<b>Last Updated:</b>	April 2014
<b>Planned Revision Date:</b>	April 2019
<b>Contact:</b>	University Secretary

#### *Purpose*

- To ensure compliance with the access provisions in Ontario's Freedom of Information and Protection of Privacy Act (FIPPA).
- To set fees to be charged when responding to a formal access request.
- To recover in part additional operating costs for which the University is not compensated by the provincial government to implement and administer FIPPA.
- To provide a fee schedule policy consistent with other Canadian universities.

#### *Responsibility*

- The University officials designated by the FIPPA Delegation of Authority are responsible for ensuring the implementation of this policy.

#### *Scope*

- This policy applies to all departments.

#### *Policy*

- The University shall use the Schedule of Maximum Fees below when processing formal access requests under the FIPPA.
- A fee estimate will be provided for your agreement when the fees are expected to exceed \$25.
- The University shall not charge fees for a formal access request when the total chargeable fee is twenty (\$20) dollars or less.
- Informal access requests are not subject to the FIPPA fee schedule. They are subject instead to the University's regular reproduction and service fees.
- Fees cannot be charged when the request is for access to the individual's own personal information.
- The University shall continue to charge its regular fee for an official transcript or other records where an established procedure exists to provide routine access.

- Fees will be charged for goods and services for which the University incurs providing access to information for your request.
- The University may require the requestor to pay 50% of the total estimated fee if it is \$100 or more.
- The University must refund any fee deposit paid that is subsequently waived or not used.
- Efforts will be made to keep fees reasonable and accessible.

#### *Schedule of Fees*

- Fees will be set according to guidelines established by both:
  - Ontario Ministry of Government Services (<http://www.accessandprivacy.gov.on.ca/english/manual/CHAPTER6.html>) and
  - Carleton's Instructional Media Services
- If external service providers are required for specialized media and copying non-commercial applicants will pay the fee set by the Ontario Ministry of Government Services and commercial applicants will pay the actual cost of providing that service.