



**Freedom of Information and Protection of Privacy Act
 FIPPA FEE SCHEDULE**

Access to general information	Fee
Application fee	\$5.00 fee must accompany formal written request
Photocopies and computer printouts	\$0.20 per page
CD-ROMS	\$10.00 for each CD-ROM
Manually searching for a record	\$30.00 per hour (\$7.50 for each 15 minutes) spent by any person
Preparing a record for disclosure, including severing part of a record	\$30.00 per hour (\$7.50 for each 15 minutes) spent by any person
Developing a computer program or other method to produce a record from a machine-readable record	\$60.00 per hour (\$15.00 for each 15 minutes) spent by any person
Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by the NHS	Actual costs
Access to personal information (excludes personal health information)	Fee
Application fee	\$5.00 fee must accompany formal written request
Photocopies and computer printouts	\$0.20 per page
CD-ROMS	\$10.00 for each CD-ROM
Developing a computer program or other method to produce a record from a machine-readable record	\$60.00 per hour (\$15.00 for each 15 minutes) spent by any person
Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an invoice received by the NHS	Actual costs
<p>Notes: Individuals making a request for access to information or correction of personal information are required by <i>Freedom of Information and Protection of Privacy Act</i> (FIPPA) to pay fees for the activities required for processing their request.</p> <ul style="list-style-type: none"> • Every effort will be made to provide a fee estimate when the fees for processing your access request are expected to exceed \$25.00. • The NHS may require the requester to pay 50% of the total estimated fee in advance, if it is anticipated to exceed \$100.00. • All payment for service is due in full at the time that service is provided. <p>All Fees established by the <i>Freedom of Information & Protection of Privacy Act, R.R.O. 1990, Regulation 460</i></p>	