

UNIVERSITY OF BEDFORDSHIRE

Legal Office

Schedule of Charges for information requests

Charges for information, including those made under the Freedom of Information Act 2000, will be made by University of Bedfordshire in accordance with this schedule of charges.

Charges listed in this schedule do not apply to publications listed and/or available on the University of Bedfordshire's Publication Scheme (unless specifically stated); and/or Information for which University of Bedfordshire is entitled to levy a market-based charge;

Freedom of Information (FOI) and Environmental Information (EIR) requests

No charge will be made for advising on the availability of information (unless research into historical records is needed in order to provide that advice) or, where appropriate, for inspection of information on premises of University of Bedfordshire or other premises made available for that purpose.

Charges for the work undertaken in dealing with requests

- 1) *Staff costs* associated with the supply of information in compliance with the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 will be charged at £25 per hour, plus disbursements, for the following matters:
 - determining whether the information is held;
 - locating the information;
 - retrieving the information;
 - extracting the information from documents in which it is contained;
 - if applicable, converting information into an electronic format (i.e. disc or cd)

Where the total staff costs amount to £450 or less, no charge will be made. Where the total staff costs exceed £450

- **For FOI requests**, the request will be refused on the grounds that the cost exceeds the "appropriate limit" (as per section 12 of the FOI Act);
 - The University will, however, and wherever possible, advise what information can be provided under the appropriate limit;
 - **For EIR requests**, the total cost will be charged in full.
- 2) Where the total cost of *disbursements* is £10 or lower, no charge will be made. The rates for disbursements are as follows:

Photocopying:

- A4 black-and-white, single-sided, 10p per sheet
- A4 black-and-white, double-sided, 18p per sheet
- A3 black-and-white, single-sided, 20p per sheet
- A3 black-and-white, double-sided, 36p per sheet
- A4 colour, single-sided, £1.00 per sheet
- A4 colour, double-sided, £1.80 per sheet
- A3 colour, single-sided, £1.50 per sheet
- A3 colour, double-sided, £2.70 per sheet

Electronic media (if applicable); £1 for each floppy disc or cd
Photography, microfilming: At cost
Postage and packing: At cost

VAT may be payable on information supplied in response to individual requests.

3. **Payment** must be made in full in advance.

Andrew Kingston
Legal Services Administrator
December 2008