

**Carleton Place & District Memorial Hospital
Freedom of Information Fee Schedule**

FEE SCHEDULE

FEES	
Making an access request	\$5 fee must accompany formal written request
Change in Personal Information	No fee required
Photocopies and computer printouts	\$0.20 per page
Compact Disks (CD)	\$10 per disk
Manually searching for a record	\$30 per hour (\$7.50 for each 15 minutes) spent by any person
Preparing a record for disclosure, including severing part of the record	\$30 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 per hour (\$15 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 hospital	Actual costs

Notes:

- ✓ Every effort will be made to provide a fee estimate when the fees for processing your access request are expected to exceed \$100.
- ✓ Fees may be charged for goods and services for which CPDMH must pay in order to respond to your access to information request.
- ✓ The requestor will be required to pay 50% of the total estimated fee in advance if it is anticipated to exceed \$100.
- ✓ The hospital will endeavor to keep fees reasonable.

All fees are prescribed by the *Ontario Information and Privacy Commissioner*.