

Access to Information Fees:

Action	Fee
Making an access request	\$5 fee must accompany a written request.
Change in personal information	No fee required above the \$5 request fee and photocopy charges
Photocopies and computer printouts	\$0.20 per page
CD ROM's	\$10 per disk
Manually searching a record	\$30/hr (\$7.50 for each 15 min) spent by any person
Preparing a record for disclosure	\$30/hr (\$7.50 for each 15 min) spent by any person
Developing a computer program or other method to produce a record from machine-readable records	\$60/hr (\$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