

FOIA COST SCHEDULE
Kingsmill Police Department, Inc.

Costs

You may have to pay for the records that you request from Kingsmill Police Department, Inc. (KMPD). The FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs, or any other costs directly related to supplying the requested records.

Typical FOIA Charges

Staff time	\$22/hour	
CD-ROM/DVD	\$1/disc	
Copies	15 cents/page	**Other charges besides those listed may be applicable, including storage retrieval, professional printing, microfilm, printing, etc.
Postage	Varies	

If we estimate that it will cost more than \$200 to respond to your request, we will likely require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond -- that is, the five-day deadline is extended by the length of time between our request for a deposit and your response.

You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.

If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, KMPD will require payment of the past due amount before responding to any new FOIA requests from you.