§ 1303.109 Restrictions on charging fees.

(a) When determining search or review fees:

(1) No search or review fee shall be charged for requests by educational institutions, noncommercial scientific institutions, and representatives of the news media.

(2) The Board shall provide without charge, to all but commercial users:

(i) The last 100 pages of black and white duplication (or the cost equivalent); and

(ii) The first two hours of search by a clerical staff member (or the cost equivalent).

(3) When the total fee for a request will be $14.00 or less for any request, no fee shall be charged.

(b) The Provisions of paragraphs (a)(2) and (a)(3) of this section work together. All requestors seeking records for a non-commercial use shall not be charged unless the total cost for the request exceeds by more than $14.00, the cost of a two hour clerical search, plus the cost of duplication over the 100 page exemption.

§ 1303.110 Notice of anticipated fees.

(a) General. The Board shall advise the requester in writing of any applicable fees. If only a part of the fee can be estimated readily, the Board shall advise the requester that this may be only a part of the total fee. After the requester has been sent a fee estimate, the request shall not be considered received until the requester makes a firm commitment to pay the anticipated total fee. Any such agreement must be made by the requester in writing and must be received within 60 days of the Board’s notice. If the requester does not provide a firm commitment to pay the anticipated fee within 60 days of the notice, the request shall be closed. The requester may be given an opportunity to work with the Board to change the requests and lower the cost.

(b) Charges for other services. When the Board chooses as a matter of administrative discretion to provide a special service, such as certifying that records are true copies or sending them by other than ordinary mail, the Board shall pay the costs of providing the service unless previous arrangements have been made with the requester.

(c) Charging interest. The Board may charge interest on any unpaid bill starting on the 31st day following the date of billing. Interest charges shall be assessed at the rate provided in 31 U.S.C. 3717 and shall accrue from the