

## DEQ FOIA Charges Summary

Cost Category	Charge	For Reference Only
Administrative Staff Time per 1/2 Hour	\$ 8.45 per 1/2 hr	\$16.90 per hour
Technical Staff Time per 1/2 Hour	14.30 per 1/2 hr	28.60 per hour
Copies per side	.05	
Fax pages	.05	

### **Administrative staff time**

DEQ's charge for administrative staff time involved in retrieving, copying and assembling records pursuant to an information request shall be (see current chart at (insert link)) per half-hour. This rate is based upon the average salary for classified administrative support staff and is defined as ministerial duplication of original records or copy of a record by copier machine or to a CD or email via scanner. It may also include retrieval from internal, on-line file system (ECM) through searches with parameters specified by the requester. The time shall be determined in half-hour increments. This charge includes the actual cost of materials, equipment, equipment maintenance and staff time expended in searching for, compiling and printing the records or copying them onto a diskette. No staff time will be charged for the redaction of records or parts of records.

### **Technical staff time**

DEQ's charge for providing computer data, except ECM, which involves applying knowledge of database software and record structure, including the ability to establish filters and parameters and query one or multiple databases to retrieve specific records that meet the search criteria is (see current chart at (insert link)) per half-hour, with any portion of a half-hour being charged at the full, half-hour rate. This rate is based upon the average salary for technical positions.

If a database containing DEQ data is owned and operated by a consultant under contract to DEQ, the charge for providing the computer data in either electronic form or paper format is the cost to DEQ charged by the consultant.