

Dickinson-Iron District Health Department
Freedom of Information Act (FOIA)

The Departments's public records, as defined under the FOIA, are available for public inspection and/or copying in accordance with the following administrative guidelines.

Fee for Service:

The Freedom of Information Act permits a public body to charge a fee for the necessary copying of a public record for inspection or for providing a copy of a public record.

FOIA Fee Structure	
Deposit: A deposit may be required for up to half of an estimated fee for orders estimated to exceed \$50.	\$25 and up (if required)
Labor: Labor costs will be calculated based on the hourly wage of the lowest paid employee capable of retrieving the information necessary to comply with the request. Labor will be estimated in time increments of 15 minutes; partial increments will be rounded down. Overtime, should it become necessary, will not be charged unless specifically agreed upon by the requestor.	\$4.19 per each 15 minute increment
Searching, Examining, Reviewing, and Separating Records: Labor costs may not be issued unless unreasonably high to the public body. If necessary, labor will be estimated in time increments of 15 minutes; partial increments will be rounded down.	If issued, \$4.19 per each 15 minute increment
Non-Paper Copies: There will be an actual fee for the most reasonably economic cost for computer discs, tapes, or similar media.	Actual Costs
Paper Copies: There will be a charge of actual costs of copying at \$.10 per page.	\$.10 per page
Mailing: The actual cost of mailing public documents will be reasonable and justifiable. Expedited shipping or insurance will only be charged if stipulated by the requestor.	Actual Cost
Fee Waiver: Information may be provided at no charge if the district determines that it is in the public interest. The first \$20 in fees must be waived: 1) If the information is for a non-profit organization, or b) By persons submitting an affidavit stating they are indigent or receiving public assistance.	Fee Reduction
Total Fee:	Labor + Copies/Media + Mailing