

Leitrim County Council
Freedom of Information Act 2014
Schedule of Fees

1. Introduction

Leitrim County Council is committed to facilitating access to records in accordance with the Freedom of Information Act 2014. The fees applicable to requests under the Act are prescribed by law and will be applied in accordance with the Act and relevant Regulations.

While there is no application fee for making an FOI request, charges may apply for the reasonable costs of searching for, retrieving and copying records in accordance with the Act and associated Regulations.

2. Schedule of Charges

Service	Fee
Search and retrieval of records	€20.00 per hour
Photocopying (A4)	€0.04 per page
Electronic records supplied by email or electronic transfer	No charge unless significant search and retrieval costs arise
CD/DVD or other physical media	Actual cost of storage media

3. Search and Retrieval Thresholds

Provision	Arrangement
Estimated search and retrieval fee not exceeding €100	No charge applied
Estimated fee exceeding €100	Requester notified and given opportunity to amend or refine request
Deposit	Deposit may be required before processing continues

Maximum charge	€500
Requests estimated to exceed €700	Request may be refused under section 27 FOI Act 2014 unless refined

4. Personal Information Requests

Requests seeking access only to the requester's own personal information will not generally attract search and retrieval fees where the cost falls below the statutory threshold. Each request will be assessed individually.

5. Payment of Fees

Where a fee or deposit applies, the requester will be notified in writing before processing continues.

Any fee payable will normally be due prior to the release of records.

6. Information on Fee Calculations

Where charges are applied, applicants will be provided with details of how the search, retrieval and copying costs have been calculated.

7. Review of Schedule

This fee schedule may be reviewed periodically to ensure continued compliance with the Freedom of Information Act 2014, relevant Regulations and guidance issued by the Office of the Information Commissioner.