

FOI Fees

Fees may be charged for search, retrieval and copying of the records requested. This process involves two stages:

locating the broad set of records in which those requested might be found

identifying, extracting and assembling the particular records sought for examination

Fees for the estimated cost of searching for and retrieving records and copying the records can only be charged with respect to records being released. €20 is charged for each hour spent searching for and retrieving records and €0.04 is charged per sheet for a photocopy of the records released.

Bands for estimating search & retrieval (€20 per hour) and photocopying fees (€0.04 per sheet)

Hours	Estimate	Action
Less than 5	€100 or less	No fees can be charged for search and retrieval or copying
Between 5 and 25	€101 - €500	Search and retrieval and copying fees apply
Between 25 and 35	€501 - €700	No more than €500 can be charged for search and retrieval or copying
More than 35	More than €700	The decision maker will contact the requester to ask him/her to refine/amend the request to ensure that the search and retrieval and copying charges are below €700. If the requester refuses to refine/amend the request then the request can be refused under Section 27 (12)(iii)

In cases where search and retrieval fees apply, we are obliged to charge a deposit of at least 20% of the estimate to the requester.