



Billing for Open Records Requests

Immediately notify the Office of Public Information of all open records requests.

- A. Anyone may ask to view public records in the office. Such access to public records is free. However, you may monitor the viewing of the records so that they are not damaged or stolen. No department files may be taken from any office unless accompanied by a department representative.
- B. If copies of the records are requested, the following fees will be charged to non-government requesters for searching for and producing requested records:
 1. The Department of Health will offer to provide to the requester an estimated cost of searching for and producing the requested records. Approval should be received from the requester before the work is begun.
 2. The first hour of locating records is free. The first hour of redacting confidential information from public records is free. If it takes longer than one hour to locate the requested records or to redact confidential information, department employees will record the time taken and charge as follows:
 - a. Secretarial personnel. For each 1/2 hour, or portion thereof: \$10.00.
 - b. Program staff. For each 1/2 hour, or portion thereof: \$12.50.

Please note that these charges are ONLY for the time it takes to locate the records or redact confidential information. We cannot charge for the overall time it takes to prepare the records in response to an open records request.

3. Photocopying documents, up to \$.25 per page.
4. Rule requests. Fixed rates per document (predetermined by actual costs of printing and postage).
5. The actual direct costs for duplicating records that are not 8 ½ by 11 or 8 ½ by 14 paper documents (i.e., reproduction of photographs) will be charged.
6. The actual costs of postage for mailing documents will be charged.
7. No charge shall be made for furnishing records:
 - a. Requested by and for the official use of other governmental agencies.
 - b. Needed by an entity (business, organization, individual, etc.) to perform work required by a Department of Health permit.
 - c. If the cost is less than \$10.00.

- C. Method of payment. Fee payments may be in the form of cash or check payable to the North Dakota Department of Health. Charges estimated to exceed \$100 may be collected in advance of searching and producing the requested information.
- D. Keep a record detailing how the fee was determined. Give the requester a receipt showing payment was made.
- E. Questions about this policy should be directed to the North Dakota Department of Health, Office of Public Information, at 701.328.2372.