



TOWN OF MORSE

REQUEST FOR INFORMATION FEES POLICY # 2019-2

REQUEST FOR INFORMATION FEES

1. An application fee of \$25.00 is payable at the time an application for access to a record is made.
2. Where access to a record, or part of a record is given by providing the applicant with a copy of the record, the following fees are payable at the time when access is given:
 - 1) For a photocopy, \$0.25 per page.
 - 2) For Faxes sending or receiving, \$2.00
 - 3) For Meeting minutes, \$5.00 per meeting or bylaws
 - 4) For electronic copies, \$5.00 per document
 - 5) For other form not mentioned above, actual cost of copying record plus \$5.00 per copy.
 - 6) Actual cost of postage & stationery or courier fees will be added if delivery requested.
3. Where time in excess of one-half hour is spent searching for a record and/or preparing it for disclosure, a fee of \$25.00 for each half hour or portion thereof of that excess time is payable at the time that access is given.



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REQUEST FOR INFORMATION FORM

All fees must be paid at the time of request prior to delivery of documents.
Documents may take between 2-5 working days for delivery.

Name:	
Address:	
Phone :	
Requested Document(s):	

Date

Signature