



**OFFICE OF THE GOVERNOR
MEMORANDUM**

TO: Agency Directors, Agency General Counsels, Public Information Officers, Freedom of Information Officers

FROM: Office of the Governor

DATE: April 29, 2009

RE: Copying charges for Freedom of Information Act responses

In an effort to create consistency throughout state agencies in Freedom of Information Act ("FOIA" or "the Act") responses, please institute the following directive immediately.

Each agency shall use its discretion in determining if copying charges should apply. However, each agency shall not charge more than **.15 per page** for copying responsive documents, and the first five pages are to be provided at no charge.¹

Each agency shall not charge more than the actual cost of a disk when copying responsive documents to an electronic disk.

Thank you for your cooperation.

¹ Please note that if there are 10 responsive pages and the agency determines it will charge a copying fee, that fee shall be .75, as the first 5 pages shall be copied at no charge.