

IDAHO TRANSPORTATION DEPARTMENT PUBLIC RECORDS REQUEST FEE SCHEDULE

Per §74-102(10)(c), Idaho Code, the Idaho Transportation Department (ITD) is authorized to establish a copying fee schedule. The fee(s) may not exceed the actual cost to the Agency of copying the record, if another fee is not otherwise provided by law.

ITD has established fees to recover actual costs of labor and copying associated with locating, identifying and processing responsive documents if:

- (i) The request is for more than one-hundred (100) pages of paper records; or
- (ii) The request includes records from which nonpublic information must be deleted/redacted; or
- (iii) The actual labor associated with responding to the public records request exceeds two (2) person hours.

Type of Work Involved	Costs
Gathering electronic information or photocopying more than 100 pages on standard sized paper – Standard size is up to an 11x17 inch paper size.	\$.01 per page for black and white \$.08 per page for color
Gathering electronic information or photocopying more than 100 pages larger than standard sized paper.	Anything over a 12x18 inch size is shipped to an outside vendor on contract and will be charged per actual costs.
Providing documents/files on a flash drive, external hard drive or paper.	Billed at Agency's actual cost of copying the information in the specific format.
Requested information in an already-printed publication.	Billed at Agency's standard cost for producing the publication.
For conversion, or the cost of conversion charged by a third party, if the existing record is converted to another electronic format or file type not already on file.	Billed at Agency's or third party's actual costs.

For review and redactions made by an Agency attorney.	Billed at the hourly pay rate of the lowest paid attorney, representing the public Agency, who is necessary and qualified to process the request.
For labor costs exceeding two (2) person hours.	Billed at the hourly pay rate of the lowest paid administrative staff employee who is necessary and qualified to process the responsive public records.
For mailing or shipping records.	Billed at actual costs.
For costs of media: i.e. Flash Drives or External Hard Drives.	Billed at actual costs.

Pursuant to §74-102(10)(g), Idaho Code, statements of fees will be itemized to show the per page costs for copies, hourly rates of employees and attorneys involved in responding to the public records request and the actual time spent on the public records request.

Pursuant to §74-102(11), Idaho Code, if one or more requestors is segregating or dividing a request into a series of requests, in order to avoid assessed fees, ITD will aggregate such requests and charge the appropriate fees per the Agency's Fee Schedule.

Pursuant to §74-102(12), Idaho Code, ITD has established that an advance payment of fees is required before processing. If the advance payment is in excess of the actual costs of labor and copying, any overage will be refunded to the requestor.