

Please read the Introduction – See [Introduction](#).

Section 27: Fees and Charges

<u>Search, Retrieval and Copying (SRC) Charge</u>	
(NOTE: 'Up-front' fees for applications for internal review are dealt with at section 27(13) below)	
27(5)/ 27(1)	<p><u>To be asked in a review of a decision to charge a deposit or a SRC charge</u></p> <ul style="list-style-type: none"> • Is / was the estimated cost of the search for and retrieval and copying of the records likely to exceed the appropriate minimum amount (currently €101)? If so: <ul style="list-style-type: none"> ○ Was notice in writing for payment of a deposit given to the requester not later than two weeks after receipt of the request? ○ Did the requester ask for your assistance in amending or limiting the request in order to reduce or eliminate the deposit? If so, please provide details of any amendments specified, agreed and/ or made. ○ Provide copies of all relevant communications with the requester including, in particular, a copy of any notice of the deposit charged. • Please explain clearly how the deposit / charge in this case was calculated. In doing so, please provide the relevant details and a breakdown of the figure concerned having regard to the relevant Fees Regulations* and the rates prescribed. • Confirm that the estimated time does not include time for the examination of the records with a view to deciding on whether they may be released. • Has the search and retrieval process already taken place? If so, please answer the questions at section 27(1) below.
27(1)	<p><u>Additional question to be asked where search / retrieval / copying has taken place</u></p> <ul style="list-style-type: none"> • If the charge relates to the search for and retrieval of the record(s): <ul style="list-style-type: none"> ○ Outline the time spent on and personnel involved in each of the following tasks (answering NIL, where appropriate, if no time was spent on the particular task): <ul style="list-style-type: none"> - determining whether you hold the information requested - locating the information or documents containing the information - retrieving such information or documents - extracting the information from the files, documents, electronic or other information sources containing both it and other material not relevant to the request - preparing a schedule specifying the records for consideration for release ○ Provide a description of the number and/or nature of the records in this request; how and where the records are stored/filed; and the relevant record management system or filing system concerned. Please also clarify whether the records are held electronically. <p style="text-align: right;">s27(1) contd. over/</p>

27(1) Contd	<ul style="list-style-type: none"> ○ Describe the search and retrieval process in this case and explain why, in the circumstances, you consider that the time was spent in carrying out the search and retrieval efficiently. ○ Confirm that the charge does not include time taken to examine the records with a view to deciding on whether they were to be released. ● Confirm whether the SRC charge is proportionate to those records released or to be released. In doing so, please confirm the total number of records and the number of records released or to be released. ● Please confirm that the amount of the charge does not exceed or is not likely to exceed the appropriate maximum amount prescribed (currently €500)? If, however, the amount charged exceeds or is likely to exceed the overall ceiling limit prescribed (currently €700), confirm that section 27(12) was applied and provide the information sought at section 27(12) below.
27(12)	<p><u>To be asked only where the charge exceeds or is likely to exceed the overall ceiling limit prescribed (currently €700). Please also refer to the questions regarding s27(5)/27(1) above.</u></p> <ul style="list-style-type: none"> ● Have you informed the requester that the amount of the SRC charge exceeds or is likely to exceed the overall ceiling limit? If so: <ul style="list-style-type: none"> ○ when was the requester informed? ○ what was the requester's response? ○ have you assisted (or offered to assist) him/her if s/he wishes to amend or limit the request in order to reduce the charges to an amount less than or equal to the overall ceiling limit? ○ did the requester amend or limit his / her request? ○ how did the matter proceed? ● Was notification under section 27(12) given to the requester not later than two weeks after receipt of the request? ● Please provide copies of all relevant communications.
27(4)	<ul style="list-style-type: none"> ● Do the records concerned contain only personal information relating to the requester? <ul style="list-style-type: none"> ○ If the answer to this question is NO, please explain the basis upon which you decided that they contain other information. ○ If the answer to this question is YES, i.e. the records contain only personal information relating to the requester: <ul style="list-style-type: none"> – please provide details of the number of records concerned and explain the reasons why the grant concerned was considered to relate to a significant number of records – clarify whether the means of the requester were taken into account and, if so, the conclusion reached in that regard.

27(6)	<ul style="list-style-type: none"> • In your view, would some or all of the information contained in the record(s) be of particular assistance to the understanding of an issue of national importance? If so, have you considered reducing the amount of, or waiving, the charge or deposit in this case?
<p><u>' Up-front' Fees</u></p> <p>Section 27(13) provides for the charging of a fee in respect of an application for internal review (often referred to as an 'up-front fee'). [Note: no 'up-front' fee is charged in respect of an initial request.]</p>	
27(13)	<ul style="list-style-type: none"> • Do the records in this case contain only personal information <ul style="list-style-type: none"> - relating to the requester? or <ul style="list-style-type: none"> - relating to minors, incapacitated persons or deceased persons requested pursuant to section 37(8) of the Act and the relevant Regulations **? • Is the requester/ applicant a medical card holder or a dependant of a medical card holder? If so, has the fee been reduced by the amount specified in the Regulations?
<p>*S.I. No. 531/2014 - Freedom of Information Act 2014 (Fees) (No. 2) Regulations 2014. ** S.I. 218 of 2016 – Freedom of Information Act 2014 (Section 37(8)) Regulations 2016.</p>	