

**N.C. DEPARTMENT OF HEALTH AND HUMAN SERVICES
FEE SCHEDULE FOR PUBLIC RECORDS REQUESTS**

Every year, the N.C. Department of Health and Human Services (DHHS) receives, processes, and fulfills thousands of public records requests from various constituencies. The policy of DHHS is to comply with all public records requests to the fullest extent allowed by law.

N.C. Gen. Stat. § 132-6.2 authorizes an agency to charge a fee when a request is made for copies of public records. The agency is allowed to charge the actual cost of duplication. A special service charge can be added to any request which requires extensive use of information technology (IT) resources or extensive clerical or supervisory assistance by agency personnel.

The following costs represent the charges that are to be used for State Fiscal Year 2015-2016:

Copies of Paper Documents:

Paper, 8.5" x 11"	\$0.05
Paper, 8.5" x 14"	\$0.05

Cost of Reproducing Electronic Records and Databases:

Blank CD-R	\$0.15
CD Jewel Case	\$0.26

Cost for Extensive IT Services:

Public records requests using IT resources may incur a charge for the IT personnel costs required to fulfill the request plus the actual cost of any supplies. These requests include, but are not limited to, email correspondence compiled by agency IT personnel and a copy of a complete database or specific data fields therein. The IT personnel costs will be billed to the requestor in fifteen (15) minute intervals at \$11.28 per fifteen (15) minutes or \$45.10 per hour. For work performed by a contractor, the actual cost incurred by the agency will be billed to the requestor.

Cost for Extensive Requests:

Public records requests reviewed on a case-by-case basis. Many requests vary in scope and breadth, involve different divisions and staff, and require different approaches and resources. In some cases, a public records request requires extensive resources to fulfill. If a request takes more than four (4) hours of clerical or supervisory assistance to fill, the agency may assess a special service charge for the amount of staff time spent over four (4) hours.

Staff time spent searching for, locating, collecting, sorting, copying and preparing the records to be produced will count towards the four (4) hour threshold. Currently, Clerical resources are billed in fifteen minute (15) intervals at \$4.50 per fifteen (15) minutes or \$18.00 per hour. The special service charge shall be in addition to any copying fees.