CONSULTATION DRAFT

FREEDOM OF INFORMATION (FEES) REGULATIONS, 2026

Arrangement of Regulations

Regulation

1. Citation....2
2. Fees....2
3. Waiver of fees....2

SCHEDULE **4**

FREEDOM OF INFORMATION ACT, 2017
(NO. 1 OF 2017)

FREEDOM OF INFORMATION (FEES) REGULATIONS, 2026

The Minister, in exercise of the powers conferred under sections 13 and 56 of the Freedom of Information Act, 2017, makes the following Regulations —

1. Citation.

These Regulations may be cited as the Freedom of Information (Fees) Regulations, 2026.

2. Fees.

(1) No fee shall be payable where access is granted to a record, and the record shall be inspected on the premises of the public authority.

(2) The applicant shall, before access is granted, to a record pay the fees as specified in the Schedule.

(3) The public authority shall inform the applicant about the manner in which the fees referred to under paragraph (2) shall be paid whether by cash, cheque, money order or electronic bank card.

(4) The application shall be deemed to have been withdrawn, if the applicant fails within thirty days of receipt of the notification of fees—

(a) to respond to the notice;

(b) to set an appointment for inspection; or

(c) to present himself at the public authority to receive copies of the record.

(5) Where before expiry of the thirty days referred to under paragraph (4), the applicant applies for an extension, the information manager may extend the period for a further thirty days.

3. Waiver of fees.

(1) Subject to paragraph 2, the chief officer may waive fees for the following categories of persons—

(a) persons unable to pay such fees;

(b) elderly;

(c) persons with disability; or

(d) students.

(2) An application for a waiver shall—

(a) be made in writing to the chief officer;

(b) be made no later than fourteen days from the notification of fees; and

(c) contain—

(i) the reasons for the request; and

(ii) any other information required by the chief officer.

Made this day of , 2026.

ATTORNEY-GENERAL

SCHEDULE

(regulation 2)

FEES FOR STANDARD FORMATS

1. Photocopies:
   (a) Black and white copy (all sizes) – $1.00 dollar per page (for the first 10 pages) and then $0.15 cents for each additional page or part thereof,
   (b) Colour copy (all sizes) – $2.00 dollars per page.

2. Photographs:
   (a) Black and white or colour (digital photographic print from digital file, scanned hard copy or existing negatives) —

   An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive;
   (b) Black and white copy (photocopy or standard print-out) - $1.00 dollar per page (for the first 10 pages) and $0.15 cents for each additional page or part thereof;
   (c) Colour (photocopy or standard print-out) - $1.00 dollar per page.

3. Conversion of an analogue audio or video record (e.g. tape or reel-to-reel) into digital MP3 or DivX file format: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
4. Microfilm duplication: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
5. Transcripts: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the transcription.
6. Conversion of microfilm record to digital JPEG file format: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
7. Blue print reproduction: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
8. Maps and plans: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.

9. Print-out of a digital document or database report Black and White copy (all sizes)– $1.00 dollar per page (for the first 10 pages) and $0.15 cents for each additional page or part thereof.
10. Provision of a digital record (text or image) in standard PDF, JPEG or TIF file format:
    (a) By email - No Charge
    (b) On USB flash drive: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
11. Conversion of a paper record (text or image) into digital PDF, JPEG or TIF file format: The actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
12. Digital text files converted to audio format for visually impaired: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
13. Posting of record: Where access to the record to which the request relates is to be given in the form of the provision of a copy of the record and the copy provided is, at the request of the applicant, to be sent by post or courier, a charge in respect of the posting or delivery of the copy not exceeding the actual cost of post or delivery.
14. Shipping cost: An amount that does not exceed the actual costs incurred by the public authority, based on hourly rates of staff undertaking the conversion, plus the purchase cost of any carrier medium at $10.00 dollars per USB flash drive.
15. Certification of a record $10.00 dollars.

N.B. This Schedule sets out the fees for standard formats, which shall be supported (as applicable) by all public authorities providing copies of records under the Freedom of Information Act, 2017.

Copies may be made available in non-standard formats, at a price to be determined by the public authority, not exceeding the actual material and labour costs incurred to produce the copy.

Made this day of , 2026.

ATTORNEY-GENERAL