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### **MOUNTAIN SWCD FOIA REQUEST FEE SCHEDULE**

Effective May 16, 2018, the Mountain Soil & Water Conservation District (MSWCD) will charge for producing records as a result of requests made under the Virginia Freedom of Information Act (FOIA).

In accordance with those provisions outlined in the Code of Virginia 2.2-3704, the following fees will be assessed for searching, accessing, duplicating, and supplying records:

- Hourly Rate: \$20/hour; after the first hour
- Copy & Printing Fees:

Black & White Copies - \$0.25/side

Color Copies - \$0.50/side

If it is anticipated that a request will total more than \$200.00, the requester will be provided with an estimate of those fees in advance and a full deposit will be required in advance of the records being released.

Additionally, the MSWCD will not proceed with processing subsequent FOIA requests from the same requester where the requester owes the MSWCD for previous requests for records that have remained unpaid 30 days or more after billing.

Reviewed by BOD May 28, 2025