

Office of Civil Legal Aid (OCLA) Fee Schedule

Pursuant to GR 31.1

FEES

GR 31.1(h) addresses fees associated with fulfilling requests for copies or to view agency administrative records. The Office of Civil Legal Aid (OCLA) may charge a fee for the time it takes to complete the necessary research and prepare the records for inspection or copying if the request requires more than one hour of staff time.

Additionally, there may be actual costs of copying or scanning the records or for media materials and mailing. The Administrative Records Officer will work with you to be sure your needs are understood and, where possible, to narrow the search, making the process as efficient and effective as possible. Below is OCLA's fee schedule:

OCLA ADMINISTRATIVE RECORDS FEE SCHEDULE

Photocopying	\$0.15 per page
Scanning	\$0.15 per page
Staff Time	\$30.00 per hour after the first free hour
Materials (DVDs, USB drives, etc.)	At cost
Mailing	At cost

Effective Date: January 1, 2016