

PRR RECEIVED

Agencies shall waive 30-minutes of staff time (at a minimum).

An agency may deny eligibility for the 30-minute waiver if abuse by the requester is determined to exist either by:

- 1) Fragmenting a request that if taken in the aggregate would amount to significantly more than 30 minutes; or
- 2) Submitting multiple small requests in a short time-frame causing an undue burden on the agency.

FEE-WAIVER/REDUCTION REQUEST RECEIVED

Waiver Eligibility Determined

Agencies are statutorily required to consider and grant reasonable requests to waive and/or reduce fees associated with fulfilling a public records request when doing so is in the public interest because providing access primarily benefits the general public.

Public Interest Threshold Criteria Applied

See attached Public Interest Threshold Criteria Evaluation Form.

Public Interest Threshold Met

Public Interest Threshold Not Met

Full Waiver

All fees waived.

Partial Waiver

Reduced fee-schedule applied for any fees not covered by waiver.

Reduced Fee-schedule

No waiver available.

Standard Fee-schedule

Required Agency Communication w/ Requester:

- Notify requester of initial cost-estimate.
- Seek approval, prior to initiating work to fulfill a PRR, if total costs estimated are > \$25.
- Work with requester to refine the scope of their request or otherwise reduce out-of-pocket cost when initial cost-estimate > \$250.