

Freedom of Information Fees Statement

This statement has been formulated in accordance with the *Freedom of Information Act 2000* and *The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004*.

1. When estimating the cost of complying with a written request for information the University of Salford will take into account the staff time, charged at a rate of £25 per hour, involved in the following activities:
 - determining whether the information is held;
 - locating the information or a document which may contain the information;
 - retrieving the information, or a document that may contain the information; and
 - extracting the information from a document containing it.
2. Where the cost of complying with a written request for information is estimated to be below £450 (which is the appropriate limit determined by the Government for universities), there will be no charge other than the costs of reproducing the information, postage and other forms of transmitting the information as specified below:
 - printing and photocopying: 6p per A4 sheet;
 - postage: second class postage; and
 - packing: 20% of the postage costs.
3. There will be no charge for information where the costs would not exceed £5.00. This equates to 65 pages of A4 printing or photocopying.
4. Where other formats have been specified (e.g. CD Rom, colour copies etc.), costs will be calculated on case by case basis.
5. These rates will be applied to requests for information where the information is not already provided for free or charged for by some other existing mechanism.
6. Applicants will be issued with a fees notice and must pay the costs specified therein before the University will comply with the request. After a period of three months, any such request for which the fees have not been received will be deemed to have been withdrawn.
7. The University is not obliged to disclose the information requested where it estimates that the cost of complying with the request would be in excess of £450. In such cases the University may choose, at its discretion, to process such requests and to charge for the full costs associated with them although it will, in the first instance, discuss with the applicant whether they would prefer to modify the request to reduce the cost.
8. If the University receives two or more related requests within a period of 60 days, from a person or from persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated. If the estimated costs of complying with the requests are added together and the total is found to be in excess of £450, the University will not be obliged to comply with any of the requests.