



Charging Schedule Freedom of Information (Scotland) Act 2002

Link may charge a fee to anyone making a request under the Freedom of Information (Scotland) Act 2002 [FoISA] in accordance with this charging schedule and applicable fees regulations under FoISA.

Where the cost of to Link of responding to the information request:

- (i) Is £100 or less, no charges can be made
- (ii) Is £100 or above, Link may charge 10% of those costs up to £600
- (iii) Exceeds £600, Link does not need to respond to the request

Costs of locating, retrieving and collating information:

Staff costs of searching for the information requested and assembling into an appropriate format are charged at the following hourly rates:

Staff Grade	Hourly Rate
Administrator	£10
Officer	£11
Co-ordinator	£12
Manager	£13
Head of Department	£14
Director	£15

Any costs involved in producing documents to be released and any postage charges are charged at:

Item	Fee per Unit
Photocopying: Black and White A4	10p
Photocopying: Black and White A3	20p
CD/ Memory Stick	£1
Postage	Individual quote for first class mail

If you require any further information on Freedom of Information requests, please contact the Strategy and Business Support Team on 0131 624 7814.