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# UNIVERSITY OPERATING PROCEDURE

## Cost Assessments under the Vermont Public Records Act

### Overview

Under the Vermont Public Records Act (1 V.S.A. § 316), the University may charge and collect from a requesting party the actual costs of copying public records, the costs associated with mailing or transmitting the records, and the cost of staff time associated with complying with a records request. This Operating Procedure governs the assessment of costs by the University.

### Applicability of the Procedure

This Operating Procedure applies to anyone making a request under the Vermont Public Records Act.

### Definitions

*Labor:* means the time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting, and reproducing the records.

*Public Record or Document:* is a written or recorded matter produced or acquired in the course of University business. All public records and documents are subject to prompt disclosure upon request unless they are exempt under the provisions of the Vermont Public Records Act.

*Requesting Party:* is the person who requests a copy of a University record or document.

### Procedures

Pursuant to the University's Records Request Policy and the Vermont Public Records Act, the University reserves the right to assess and collect reasonable costs associated with responding to a records request, as detailed below.

1. Determination of Eligibility for Cost Assessment

Upon receipt of a public records act request, the Office of Compliance and Privacy Services (OCPS) shall contact the University official who is the custodian of the requested record(s). The custodian shall provide OCPS with an estimate of the time required to identify and gather the requested record(s). If the custodian's reasonable estimate is in excess of the University's established labor threshold, reasonable costs may be assessed. Multiple requests within a short period of time from the same individual will be considered a single request for purposes of determining whether to charge under this section.

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# Related Documents/Policies

[Records and Documents Reqd](#)