



**GOVERNMENT OF JAMAICA**

**ACCESS TO INFORMATION**

**&**

**COSTS FOR THE REPRODUCTION OF  
OFFICIAL DOCUMENTS**

## **I. POINTS TO NOTE ON COSTS**

### **APPLICATIONS FOR THE WAIVER/REMITTANCE/REDUCTION OF COSTS**

For the purposes of making recommendations to the respective Responsible Ministers on whether the waiver, remittance or reduction of fees is justifiable in accordance with S. 12 of the Act, Responsible Officers and other Access to Information Personnel may consider the following criteria which are not exhaustive:

**See S. 24-28 of the Act  
for general provisions**

- the degree to which the release of the information will serve the public interest;
- any financial hardship which the fees would cause to the Applicant;
- whether the amount payable is less than the expected cost of administering the service (fee is minimal)

**ii. APPLICABLE COSTS FOR THE REPRODUCTION OF OFFICIAL DOCUMENTS**

**(a) The Access to Information (Costs for the Reproduction of Official Documents) Regulation, 2003**

Public Authorities which did not have, as part of their core functions, the provision of official documents at a cost, must apply the rates for the reproduction of official documents set out at **Appendix VI – The Access to Information (Costs for the Reproduction of Official Documents) Regulation, 2003**

Regulation 20 (1)

**(b) Preparation of official documents for viewing, etc.**

Where an Applicant has requested access to be granted in the form of an inspection/examination/viewing of an official document, and the document contains exempt matter thereby warranting the copying of the document so that the exempt matter may be obliterated, the Applicant may [not] be charged for that reproduction.

**(c) Payment in Advance**

Applicants desiring access to be granted in the form of the reproduction of an official document must, before the document is copied, pay the associated costs prior to its reproduction.

S 13 (b)