

NS&I Schedule Of Charges



The Freedom of Information Act 2000

We do not charge for processing requests under the Freedom of Information Act, providing that the cost of processing does not exceed the statutory limit of £600. This allows for 24 hours of time at a rate of £25 per hour. When estimating how long it will take to process a request we take into account the time it will take us to locate, retrieve and extract the information requested.

NS&I reserve the right to refuse a request where the estimated cost of processing exceeds £600. However, before refusing a request on this basis, we will always work with you to look at other ways of providing the information so that your request does not exceed the statutory limit.

Where we agree to process a request which exceeds the statutory limit of £600, you will be asked to pay our processing costs at a rate of £25 per hour.

Disbursements

Any disbursements associated with processing your request are payable in all cases. Examples of disbursements include the costs of postage, reproducing the information and printing. See the next page for our disbursements charges under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.

Making More than One Request

For the purpose of calculating the statutory limit, where we receive two or more requests, within 60 days of each other, from an individual or group of individuals who appear to us to be acting together or in pursuance of a campaign, we may be entitled to aggregate the costs of processing those requests.

Environmental Information Regulations 2004

In dealing with requests for information under the Environmental Information Regulations, we are entitled to charge a reasonable amount towards the cost of reproducing the information for you in the format you have requested. Our standard charges for reproducing information are set out in the 'Disbursement charges for requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004'.

We will ask for payment before we process your request and in accordance with the law you will have 60 working days to pay. However, NS&I takes a flexible approach to this part of the law and so if you think you might need longer to pay please get in touch with us for advice.

Refusing a Request for Environmental Information

In rare cases, we may refuse a request where the cost of processing is unreasonable. For example, where processing would place an unreasonable burden upon NS&I, either in terms of staff time or the costs of reproducing the information sought. However, we will never refuse a request on this basis without first working with you to see what information can be provided within reasonable limits.

In determining if the cost of processing your request is unreasonable we may have regard to the statutory limit for processing requests under the Freedom of Information Act. This means that if we estimate that the cost of processing your request exceeds £600 then we reserve the right to refuse your request. This allows for 24 hours of time at a rate of £25 per hour.

Waiver of Costs

In exceptional cases we may waive the charges of producing information. Each application is considered on its own individual circumstances.

Disbursement charges for requests for information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004

Photocopy costs (prices in £ per sheet)

Paper size	Black & White 0-20 sheets	Black & White 11+ sheets	Colour
A4	free	0.10	0.20
A3	free	0.20	0.40

Printing costs (prices in £ per sheet)

Paper size	Black & White 0-10 sheets	Black & White 11+ sheets	Colour
A4	free	0.10	0.20

(price in £ per unit including protective cover)

Audio Visual

Format	Price
CD	1.50
DVD	2.00
Audio Cassette	Price on application

Photographs (price in £ per photograph)

All sizes	Actual cost of reproduction
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Postage

Variable size and weight	Costs dependent upon weight and size and based upon Royal Mail Standard 2nd class. Where Applicant requests material to be sent by 'Signed For' and 'Special Delivery', these additional costs to be met by Applicant.
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All cheques should be made payable to 'National Savings & Investments'. Do not send cash in the post.