



According to distribution

## Charges for Document Requests at the University of Turku

Period of validity: 1 April 2022 – until further notice.

Legislative basis: Fees for copies of documents are based on the Act on the Openness of Government Activities (1999/621), Section 34.

A request for access to an official document should be sufficiently detailed, so that the University can determine which document the request concerns (Section 13, Request for access to a document). If necessary, the person requesting access to a document may be assisted in specifying the document free of charge.

### 1. Document and dataset requests that are free of charge

No charge is levied for the provision of access to a document in the following cases, when the request is sufficiently detailed in order for the University to determine which document the request concerns, and it is found from a case register maintained by the University or an electronically maintained register through its search functions and whose classified content can be removed easily (Section 34 Charges (495/2005), Section 9 Access to a document in the public domain, and Section 11 Parties' right of access):

- information regarding the document is provided orally;
- the document is provided for reading and copying at the office of the authority;
- a public, electronically recorded document is sent by electronic mail to the person requesting information, and;
- an electronically recorded document is sent to the interested party by electronic mail.

A provision of access to the requested document is always free of charge when it belongs within the ambit of the obligation of the authority to provide advice, to hear persons or to give notices.

### 2. Fees for paper copies of standard document requests

A standard document request means providing a document that is completely public or whose classified content can be removed easily. In such cases, only the costs of copying, scanning, and postage are charged:

- A4 and A3 €0.50/page
- Bound document €1.50/page
- Photo of a bound or large document €2.70/page
- Official copy of a degree certificate €7.50/certificate
- Dispatching cost is also charged according to the chosen delivery method





3. Fees for information retrieval and fee for the removal of classified information

A fee for the cost of retrieving the information can be charged when the retrieval and removal of classified content requires an unusual amount of work (Section 13 Request for access to a document, Section 34 Charges). In addition to the fees specified in Section 2, a fee is also charged for the retrieval of the information and removal of classified information according to the working time spent.

- First half-hour free of charge
- €35.00 for each beginning half-hour

4. VAT

VAT 24% will be added to the prices. No VAT is charged for services governed by public law.

5. Appeal

If a person who is subject to charge believes that there has been an error in determining the fees for the services detailed in this price list, they can request a correction from the University of Turku within six months of the charge being imposed.

This Price List replaces the Price List dated 16 October 2018, Price List for Services of the University of Turku Copies of Documents (Dnro 309/22/2018).

Eeva Ryödi  
Director of Legal Affairs

Hanna Knuuti  
Head of Records Management

Distribution

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