



Explanatory Notes

Freedom of Information Acts, 1997 & 2003

What is Freedom of Information?

The Freedom of Information Act came into effect for local authorities on 21st October 1998. This Act gives you the right to access records held by Kerry County Council. If you are refused access to records the council must give you an explanation. A decision on your request will normally be made within four weeks.

What can I ask for?

You can ask for the following records held by Kerry County Council:

- Any records relating to you personally, regardless of when they were created
- All other records created after 21st October 1998

Will there be a charge?

Kerry County Council is obliged to charge for requests for non-personal records. A fee of €15.00 must accompany your request. A reduced fee of €10.00 applies if you are the holder of a medical card.

In some circumstances you may also be charged a fee for the "search and retrieval" of records (€20.95 per hour) and the cost of photocopying documents (4c per page). Generally there will not be any charge for requests for personal information.

Can I appeal against the decision?

Yes. If you are not satisfied with a decision you may ask Kerry County Council for an internal review of a decision. This will be conducted by a more senior officer, and will normally be completed within three weeks. Applications for internal reviews relating to non-personal records cost €75.00 (there is a reduced fee of €25.00 for medical card holders).

Where can I get more information?

Kerry County Council has published a reference book in accordance with the FOI Acts. A copy of the book (Section 15 Book) can be downloaded from our website.

You can also check the website of the Office of the Information Commissioner www.oic.gov.ie

How do I apply?

Fill in an application form **or** write a letter stating what records you want and send it to the address printed below. The request should state that the request is being made under the provisions of the Freedom of Information Acts, 1997 & 2003

Kerry County Council
Freedom of Information Unit
Corporate Affairs Department
County Buildings
Rathass
Tralee
Co. Kerry
Tel.: 066 718 3569
Email: FOI@kerrycoco.ie

