**LATVIA UNIVERSITY OF LIFE SCIENCES AND TECHNOLOGIES**

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RECTOR’S DECISION

Jelgava

June 18, 2019. No. 4.3.-13/52

**On services of issuing information for fees**

1. The following services for fees of providing information at the request of private persons on the basis of Regulation No 940 of the Cabinet of Ministers “Regulations of issuing information for fees” and “The Freedom of Information Law” are determined at LLU:

* 1. preparation and issuing of information available in the LLU archive,
	2. preparation and issuing of information available in the LLU data basis,
	3. preparation and issuing derivatives of documented information or duplicates.

1. The clerical employees of the departments of the Latvia University of Life Sciences and Technologies are entitled to provide services for a fee (see Supplement 1) to private persons and legal entities upon their request of providing information.
	1. It is allowed to exempt persons from paying fees if they submit the copy of the document verifying his/her status (showing the original):
* people with special needs,
* participants of Chernobyl nuclear power plant emergency relief,
* retired people whose pensions do not exceed the minimum salary of the state,
* private individuals recognised to be poor,
* if the necessary information is required for the protection of children’s rights and interests,
* if the document has been lost due to tragic accident or unlawful conduct.
	1. The fee for the paid services shall be decreased by 50%, if an original or a copy certifying the following status has been submitted (showing the original) of:
* repressed persons,
* guardians and trustees.
	1. Fees shall not be charged for the generally available information which does not require additional processing.
	2. It is allowed to exempt the students of LLU from paying fees if:
* information is necessary for the State Revenue Department,
* information is necessary for the State Social Insurance Agency,
* information is necessary for LLU internal use.

It is possible to receive information twice a year (once per semester) free of charge from LLU data base (LLU IS).

1. The request for the information shall be satisfied according to the Rector’s decision “The Procedure of Issuing Information to Private Persons and Legal Entities” and the Rector’s decision “Procedure of the Realization of the Rights of the Data Subject”.
2. To request the information from the LLU archive, a private person or his/her delegate submits a completed application form (see Supplement No2). If the application contains the request to send the information by mail, the person pays an additional sum of money for the postal service. The application form is available in the LLU website in the section of LLU archive services.
3. The price list of services is based on the Regulation No333 of the Cabinet of Ministers “On procedure in which income from fees should be planned and recorded, costs related to providing such services, as well as methods of charging a fee for such services and procedure of approving fees”.
4. VAT is not charged for the service of issuing information according to 8th section of Article 3 of the Law of Value Added Tax.
5. Charging, storage, recording of payments and transferring them into the LLU account must be performed according to LLU Regulation “On Charging, Storage and Recording of Cash Receipts”.
6. Rector’s regulation No.4.3.-13/22 as of 21.03.2016. is announced not to be in force.
7. The regulation should be distributed to all departments, one copy in the file.

Rector I. Pilvere

APPROVED:

Acting Chancellor N.Tomane

June 17, 2019.

Chief specialist in legal matters D.Krecu

June 17, 2019.

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