

Freedom of Information Act Fee Schedule

In publishing this Fee Schedule, the County reserves all of the rights the Legislature and judicial precedent have provided to counties under the South Carolina Freedom of Information Act (FOIA).

Costs.

In accordance with South Carolina Code §30-4-30(B), Orangeburg County establishes and will collect costs for responding to FOIA requests as follows:

- 1. Labor.** The County will charge costs not to exceed the **actual cost** of the search, retrieval and redaction of responsive public records. The fees for search, retrieval and redaction of public records shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the County's custodian of records, has the necessary skill and training to perform those duties. Fees will not be charged for examination and review to determine if responsive materials are subject to disclosure.
- 2. Supplies.** In general, the County shall charge uniform fees for copies of the same record or document. The uniform fees shall not exceed the **prevailing commercial rate** for producing copies.

Electronic Public Records. Copy charges will not apply to records transmitted in electronic format to a requestor directly if the County maintains the public records in electronic format without inclusion of FOIA exempt information. If electronic records include FOIA exempt information or the County's records are not in electronic format and the County produces them in electronic format, the County will charge for the staff time required to transfer the documents to electronic format.

Photocopy Reproduction. The County will use the then-current, website advertised copy price of Office Depot, because that commercial copier has a facility located in the community.

Reproduction Supplies Other Than Photocopies. The County will also use the then-current, website advertised price of Office Depot regarding reproduction supplies other than photocopies, such as CDs, DVDs, travel drives, etc.

- 3. Delivery.** The requestor is responsible for the delivery costs of the public records. There will be no charge if the requestor sends someone to the designated County agent to pick up the reproduced public records. If the requestor is unable to pick up the public records, the requestor may instead submit to the County his/her USPS or private courier instructions along with sufficient payment to cover same.
- 4. Deposit.** The County will require a deposit not to exceed 25% of the total reasonably anticipated costs for reproduction of public records before undertaking to search for or make copies of public records.