

Lancaster County School District
Schedule of Fees for Public Records
South Carolina Freedom of Information Act (§ 30-4-30(8))

A reasonable fee not to exceed the actual cost will be charged for the search, retrieval, and, when appropriate, redaction of records produced in response to a request for public records under the South Carolina Freedom of Information Act ("FOIA"). Additionally, copies will be charged at a cost not to exceed the prevailing commercial rate for the producing of copies. In certain cases, particularly FOIA requests in which a large number of records or confidential information is requested, a deposit not exceeding 25% of the total estimated fee will be required prior to commencing the retrieval and production of records.

Reasonable efforts will be made to produce records at the lowest possible cost, and the following fee schedule will apply:

Copying costs will be charged at a commercially reasonable rate of \$0.10 per page, and, the fee for non-standard size documents, such as architectural plans or property plats, will be individually determined at a time of copying based on actual copying cost. Color copies can be made upon request at a commercially reasonable rate of \$0.80 per page.

Search, retrieval, and redaction costs of records will be charged at a prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the search, retrieval, and, if appropriate, redaction. Records requests involving specialized, technical, or confidential information, or otherwise requiring redaction, will in many cases require an employee with a higher salary to perform the search, retrieval, and/or redaction. The fee rate, accordingly, will vary based on the nature of the records requested, depending on the necessary skill and training level necessary. However, the current minimum applicable fee rate is \$20 per hour. Employee time will be billed based on $\frac{1}{4}$ hour increments.

The fee schedule may vary from time to time as hourly wages, salaries, and commercially reasonable copying costs change.

Fees will not be charged for examination and review of documents to determine if the documents are subject to disclosure. Additionally, copying costs will not be charged for copies of records that are transmitted in electronic format, although if requested records are not already in electronic format, fees will be charged for staff time required to transfer the documents to electronic format.

USB drives or CDs will be used if necessary or by request to transmit document files that are too large to send via email. USB drives and CDs will be charge at a commercially reasonable rate of \$5.00 per unit.