

FOIA Fee Schedule

According to S.C. Code Ann. § 30-4-30(B), “The fee for the search, retrieval, or redaction of records shall not exceed the 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 request.”

Fees will be assessed as follows:

- \$0.10 per page for black and white copies;
- \$0.12 per page for color copies;
- Mailing costs;
- Cost of an electronic media storage device (CD/flash drive/zip drive), if needed to provide the records in the requested format; and
- Actual time that an employee(s) must spend in order to comply with the request. The fee for the search, retrieval, or redaction of records shall not exceed the 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 request.

Riverview will not charge for incidental requests costing less than \$10 to produce and will not charge for the examination and review of documents to determine if they are subject to disclosure. If fees are assessed, a deposit of 25% of the total reasonably anticipated cost will be required before work will begin on the FOIA request. Payment in full is required before the public records are released to the requestor.

Any requests for waiver or reduction of fees should be made to Riverview’s Director.