



## **NCSO FOIA REQUEST FEE SCHEDULE**

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NCSO complies with all laws under the South Carolina Freedom of Information Act (FOIA). In compliance with the amended FOIA laws dated May 19, 2017, NCSO is posting the below schedule of fees associated with fulfilling FOIA requests.

Fees will be charged for materials (hard copies only) and staff time (per prorated hour) to compile documents/data as follows:

- Copies:
  - .10 per sheet, black and white, (hard copies only)
- Staff time to prepare, search, retrieve, redact, query, etc. will be billed at a rate equal to the lowest paid employee who has the reasonable skill and training to perform the requests. Labor costs estimates can be provided, if requested, prior to NCSO performing the necessary work to comply with the requests.
- Postage/delivery fees will be billed at costs (hard copies only)

Please note: NCSO may require a 25% deposit of the total anticipated cost prior to performing a FOIA search and/or prior to making copies.

Please contact the NCSO Administrative office at [admin@ncsd.sc.gov](mailto:admin@ncsd.sc.gov) or (843) 764-3072 with any questions.

Thank you.