

As provided in SC Code Ann § 30-4-30(b) the Commission shall collect reasonable fees for research, retrieval and copying costs related to each individual request. These fees are subject to change. These costs shall be charged at an hourly rate for actual staff time in retrieving, researching, programming or copying and assembly of information. See specific designations below:

Information	Fee
Records Request	Employee's hourly rate plus benefits
Compact disc or similar media	\$5.00/ea
Copying (black and white)	\$0.15/page (first 100 pages free)
Photographs	Actual costs based on size and print quality
Shipping and Handling (basic fee)	\$5.00

Fees should be paid prior to the release of requested information. Information may be released prior to receipt of the fees; the FOIA recipient, in coordination with their supervisor and staff counsel will determine this. The recipient will submit an invoice to the requestor stating the costs incurred for preparing the response and a time frame in which payment is to be submitted for these costs. If payment is not received within the designated time frame, this will serve as notice that the requestor is not interested in the information and the matter can be closed.

While the Commission embraces the purpose of the open records law and seeks to promote transparency, it is bound by statutory restrictions regarding the release of certain information.

For records pertaining to housing investigation files, the applicable regulations are found at SC Code Reg. 65-223(E).

For records pertaining to employment investigation files, the applicable regulations are found at SC Code Reg. 65-3(B)(10).

If you have any questions, please contact Tracie Mefford at 803-737-7821.