

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. Responses that are 100 pages or fewer will be provided at no charge. See specific designations below:

**** It is a crime to knowingly obtain or use personal information from a public body for commercial solicitation pursuant to S.C. Code §30-2-50.**

<u>Fee Schedule:</u> \$ 21.00 per hour for search, retrieval and redaction \$ 5.00 per CD/DVD \$ 0.25 per page B/W – Letter Size \$ 0.75 per page COLOR – Letter Size \$ 0.50 per page B/W – Legal Size \$ 1.00 per page COLOR – Legal Size	SCHAC only charges for the cost to fulfill each request. Invoices will be sent to you upon completion of request. Payment is required in full before the public records are released. SCHAC only accepts cashier's check, money order or exact cash as payment. A deposit of 25% may be required prior to fulfilling your request.
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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 S.C. Code Reg. 65-223(E)(3).

For records pertaining to employment investigation files, the applicable regulations are found at S.C. Code Reg. 65-3(B)(11)(a).

If you have any questions, please contact the Legal Division at 803.737.7821.