



South Carolina Freedom of Information Act - Fee Schedule

Adopted: June 11, 2019

Department	Tier	Including, but not limited to:	Rate/Hr.
Administration	1	Meeting minutes, board/commission rosters, historical records	\$ 19.02
Building Department Sanitation	2	Building Department documentation	\$ 20.99
Other	3	System data sets and reports: finance/accounting, human resources, licensing	\$ 43.29
Police Department	1	General Reports: Incident, accident, booking Logs: dispatch, 911, tow, complaint, trespass	\$ 27.94
	2	Investigative reports: statements, photo lineup, credit, polygraph, evidence, crimestopper	\$ 31.94
	3	Audio/Video: Dashcam, Taser, Body Cam, SLED, Store/victim video, radio, 911 (audio)	\$ 39.28
Municipal Court	1	Allowable information on bonds, tickets, juries, search warrants, summons, subpoenas, and court proceedings - video/audio (unless covered under Rule 5)	\$ 26.75

On May 19, 2017, the governor of South Carolina signed into law H3352, which is an amendment to the state's Freedom of Information Act (FOIA). Based on the City's prior experience responding to FOIA requests, the above fee schedule shows the City's anticipated actual costs of responding to requests in different departments; "tiers" representing different levels of complexity and the requisite staff expertise needed to fulfill the request are also shown. These fees correspond to the prorated hourly salary as of 7/1/2017 of the appropriate employee who has the necessary skill and training to perform the associated request, as outlined in SC Code section 30-4-30(2)(B), as amended on 5/19/2017. At its discretion, the City will assign all FOIA requests to one of the above categories (note: the examples provided for each tier are intended to be general guides and are not binding). The City may charge a fee for the actual cost of making hard copies of documents. In most instances, the City will require a 25% deposit before beginning work on a FOIA request.

The City also wishes to draw the reader's close attention to section 6 of H3352, which amends the state's FOIA law to prohibit the use of personal information obtained from a FOIA request for commercial solicitation directed to anyone in the state:

"Section 30-2-50. (A) A person or private entity shall not knowingly obtain or use personal information obtained from a state agency, a local government, or other political subdivision of the State for commercial solicitation directed to any person in this State.

(B) Each state agency, local government, and political subdivision of the State shall provide a notice to all requestors of records pursuant to this chapter and to all persons who obtain records pursuant to this chapter that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited.

(C) All state agencies, local governments, and political subdivisions of the State shall take reasonable measures to ensure that no person or private entity obtains or distributes personal information obtained from a public record for commercial solicitation.

(D) A person knowingly violating the provisions of subsection (A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both."

The City may require an affidavit attesting to the fact that a specific FOIA request is not intended to obtain personal information for commercial solicitation directed to anyone in South Carolina.