

Policy Title: Freedom of Information Act Request Fee Schedule

Policy Number: PSA-FIN020.0

Date Reviewed by Administration: 2/11/2021

Date Approved by PSA Board: 2/16/2021

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy References: S.C. Code Ann. § 30-4-30(B)

Policy:

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 based on actuals;
- 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.
 - \$16.00* – hourly rate charged for requests requiring only general administrative skills
 - \$28.00* – hourly rate charged for requests requiring IT skills
- Requests for which the skills to retrieve information are not internal will be charged the direct cost of outsourced labor with no markup.

Palmetto Scholars Academy 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 PSA's Principal.

*based on lowest paid employees with these skills in 2020/2021 school year, rounded down; rate to be adjusted annually with approval of budget

Procedure:

To be completed by Administration

Effective Date: 2/16/2021

Revision Record

Revision	Purpose	Date
0.0	Original form created by Finance committee from PCSASC template	2/16/2021