

In accordance with the South Carolina Freedom of Information Act (FOIA), the Newberry County School District will provide copies of or access to public records other than those that are exempt from disclosure. Set forth below is the fee schedule that the District will use in responding to FOIA requests.

Photocopying – The charge for photocopying will be \$0.10 per page for black and white copies and \$0.80 per page for color pages, or the prevailing commercial rate at the time of the request. Oversize documents, such as property plats or architectural documents, will be individually determined based on actual copying cost.

Employee / Administrative Time – Information requests requiring more than one hour of staff time to search for, redact as necessary, and copy responsive records will be assessed based on the hourly rate of the lowest paid school district employee who has the necessary skills and experience to perform the request, as determined by the District.

Computer / Information Technology – Charges will be based on costs associated with the process. For the use of a CD, DVD or memory stick, there will be a \$5 charge.

Estimation of fees and payment – The requester will be notified of the charges that will be incurred for fulfilling a request for records. Actual costs will be recorded throughout the process, and will be reconciled with the requestor upon completion. A deposit of 25% of the reasonably anticipated cost for searching for, redacting, and copying the requested information may be required by the District prior to collection of information and/or fulfillment of the request.