



**FEE SCHEDULE FOR REQUESTS FOR  
PUBLIC RECORDS  
UNDER THE  
FREEDOM OF INFORMATION ACT (FOIA)**

In order to ensure that St. Andrews Public Service District (SAPSD) conducts public business in an open and public manner, it shall be the policy of SAPSD to comply with both the letter and the spirit of the South Carolina Freedom of Information Act (“**FOIA**”), as codified at § 30-4-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended.

With the exception of the records detailed below, a minimum charge of \$3.00 is applied to all FOIA requests to compensate for the cost of the staff time and materials necessary to respond to the request.

Requests to inspect the following public records need not be in writing provided the requestor appears at the appropriate District office in-person and within normal business hours:

1. Minutes of all public meetings of the Commission for the preceding (6) six months; and
2. Reports from the preceding fourteen (14) days which disclose the nature, substance, and location of any crime or alleged crime reported as having been committed (with the exception of records

**Fee Schedule for Staff Time and Copies:**

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$3.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.25 per copy (plus postage)
Charge for staff time to search, retrieve, or redact records	Hour rate equal to the lowest paid employee who has the skill and training to perform the request
Charge for other media used to provide records	At cost
Deposit for anticipated or apparent staff time exceeding 5 hours	¼ of estimated costs
At the discretion of the FOIA officer, any portion of the rate may be waived.	

Payments must be in the form of either a certified check, bank draft, or a money order made payable to the SAPSD. Payments can be made in person or mailed to SAPSD, 1775 Ashley River Road, Charleston, SC 29407.

Prohibition on Commercial Solicitation Use: Knowingly obtaining or using personal information obtained from SAPSD for commercial solicitation is strictly prohibited.