

Freedom of Information Act (FOIA) fee schedule

South Carolina Department of Agriculture (SCDA) will evaluate each public records request and attempt to provide the information at no cost to the requestor by absorbing the cost. If it is determined that the agency must allocate a significant amount of staff time and/or resources to a request, or multiple requests over a short time period, from an individual or organization, estimated fees will be assessed as outlined below.

Photocopying – If the request requires copying approximately 25 pages or more, the charge would be calculated at 20 cents per page for black and white copies or 80 cents per page for color pages.

Employee / Administrative Time – Information requests requiring more than one hour of staff time will be assessed at \$37.00 per hour.

Postage or Fax – If more than 25 pages must be mailed or faxed, actual costs associated with the process will be assessed.

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 – If it is determined that charges will be assessed for fulfilling an information request, the requestor will be notified. Actual costs will be recorded throughout the process, and will be reconciled with the requestor upon completion. 25% of the total fee amount must be received by SCDA at the address below prior to collection of information and/or fulfillment of the request

South Carolina Department of Agriculture
Office of General Counsel

Physical

1200 Senate Street
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Columbia, SC 29201

Mailing

PO Box 11280
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