

Freedom of Information (FOI) Fee Schedule

The South Carolina Office of the Adjutant General / South Carolina Military Department maintains public records that are available for review, upon request, in accordance with the State's Freedom of Information Act.

In addition, the Agency follows the FOIA Policies and Procedures and the Family Privacy Protection policy when reviewing and fulfilling requests for copies of State records.

To determine the fee schedule and/or submit FOI requests for Federal or National Guard documents, go to <https://www.scguard.com/foia/>

The fees listed below are effective as of 15 February 2019

Fee Schedule		
Search/Retrieval Fee		\$21.00 per hour
Redaction Fee		\$21.00 per hour
Scanning Hard Copy Files Fee		\$21.00 per hour
Download Electronic Files/Electronic Retrieval Fee		\$21.00 per hour
Mailing Fee		Cost of Postage
Hard Copies	25 pages or less	Free
	26 pages or more	\$.10 per page
If the requested information size is too large to email, the following options are available.	CD	\$2.00 each
	USB 8 GB	\$5.00 each
	USB 16 GB	\$6.00 each
	USB 32 GB	\$7.50 each

Contact:

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