CLARENDON COUNTY DISABILITIES AND SPECIAL NEEDS BOARD

312 Pine Street | P.O. Drawer 40 | Manning, South Carolina 29102
Phone: (803) 435-2330

Freedom of Information Act (FOIA) Fee Schedule

Adopted Pursuant to S.C. Code Ann. § 30-4-30(B)

Effective Date: [October 20, 2026]

I. PURPOSE

This fee schedule is adopted by the Clarendon County Disabilities and Special Needs Board ("the Board") pursuant to S.C. Code Ann. § 30-4-30(B) and establishes the fees the Board may charge in response to requests for public records under the South Carolina Freedom of Information Act ("FOIA"). This schedule is intended to cover the Board's actual costs of responding to FOIA requests and is not intended to discourage public access to records.

II. CATEGORIES OF CHARGEABLE FEES

Fee Category	Description	Rate
Staff Time — Search and Retrieval	Time spent by Board staff searching for, locating, and retrieving responsive records	Hourly rate of the lowest-paid employee with the necessary skill and training to perform the request (range of hourly rate is generally between $25 and $50 per hour.)
Staff Time — Compilation and Preparation	Time spent compiling, organizing, and preparing responsive records for production	Same as above
Staff Time — Redaction	Time spent redacting information exempt from disclosure under applicable law	Hourly rate of the lowest-paid employee with the necessary skill and training to perform the redaction (range of hourly rate is generally between $25 and $50 per hour.)
Copies — Paper	Per-page charge for paper copies of records (standard black-and-white, letter/legal size)	$0.25 per page
Copies — Electronic	Cost of electronic media if records are provided on portable storage (e.g., USB drive, CD)	Actual cost of the media
Postage / Delivery	Mailing or shipping costs if the requester asks for records to be mailed	Actual postage or shipping cost

Note: *Hourly rates reflect the current salary of the lowest-paid employee with the necessary skill and training. Because different categories of records may require different levels of skill, the applicable hourly rate may vary by request category. Rates are subject to periodic adjustment to reflect current salary levels.*

III. FEES NOT CHARGED

The Board does not charge for:

- Examination or review to determine whether records are subject to disclosure under the FOIA or any applicable exemption. Such examination and review is conducted at the Board's expense and is not included in any fee estimate provided to a requester.
- Attorney time for reviewing records for exemptions or making disclosure determinations.
- Time spent by Board staff determining the scope or applicability of a FOIA request that does not involve the physical tasks of searching, retrieving, or redacting records.

IV. FEE ESTIMATES AND DEPOSITS

- Before beginning work on a FOIA request, the Board will provide the requester with a written estimate of the anticipated fees.
- Fee estimates are estimates only and reflect the Board's good-faith projection of the time and resources needed to process the request. Actual costs may be lower or higher than the estimate.
- The Board may require an advance deposit of up to twenty-five percent (25%) of the total estimated fee before beginning to search for or collect responsive records, as permitted by S.C. Code Ann. § 30-4-30(B).
- Once responsive records have been compiled and are ready for production, the requester must pay the actual fees in full before the records are released.

V. PAYMENT

- Payment may be made by check or money order, payable to the Clarendon County Disabilities and Special Needs Board.
- The Board will notify the requester when records are ready for pickup or delivery and of the total actual fee due.

VI. FEE WAIVERS OR REDUCTIONS

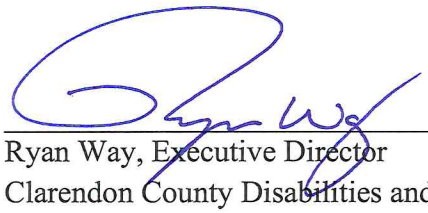
- The Board may, in its discretion, waive or reduce fees when the Board determines that the waiver or reduction serves the public interest.

- Requests for a fee waiver or reduction should be submitted in writing and will be evaluated on a case-by-case basis.

VII. GENERAL PROVISIONS

- This fee schedule is subject to change. The Board will post the current version on its website.
- All fees charged under this schedule are intended to reflect the Board's actual costs of responding to FOIA requests as permitted by S.C. Code Ann. § 30-4-30(B).
- The Board is not required to create a record that does not already exist in order to respond to a FOIA request.
- Questions about FOIA requests or this fee schedule may be directed to the Executive Director at the address or telephone number listed above.

Approved by:



Ryan Way, Executive Director
Clarendon County Disabilities and Special Needs Board

Date: 10.20.26