

ORS Policy on Fees for FOIA Requests

S.C. Code Ann. § 30-4-30(b) provides for the establishment and collection of reasonable fees and for certain exemptions. Fees may be established and charged for search, retrieval, and redaction of records and for copying of records.

1. Minimal Copying and Minimal Employee Time:

For FOIA requests where minimal employee time in locating records is required (less than 15 minutes) and minimal copying / scanning is required (10 pages or less), no charges will be imposed. However, where a request is made for records to be delivered via overnight delivery, priority mail, or similar expedited delivery, requestor will be responsible for charges for such expedited delivery.

Charges may be assessed for repetitive requests which when combined exceed copying / scanning of 10 pages or time exceeding 15 minutes for research and retrieval. For purposes of this policy, “repetitive request” or “repetitive requests” means more than two requests from the same requestor per quarter.

2. Requests Involving More Than Minimal Copying/Scanning and/or Employee Time:

For requests which require more than minimal employee time for research and retrieval and/or photocopying or scanning, the following reasonable charges will be assessed the person requesting the records:

A. Copy Fees:

1 – 10 pages: No Charge

11 or more pages: \$0.07 per page for all pages
(in the case of double-sided records, the charge is per side).

Oversized copies which must be outsourced: Actual charges incurred for the reproduction

Video tapes, CDs, DVD's, or photographs which must be outsourced: Actual charges incurred for the reproduction

*For any record which because of size, format, or medium must be outsourced to be reproduced, requestor is responsible for actual costs to generate the reproduction.

B. Search, Retrieval, and Redaction Fees:

\$20.00 per hour (No charge for the first 15 minutes. Thereafter, charges incurred in 15 minute increments.)

C. Computer Programs and Computer Runs:

FOIA requests which involve computer programs/runs will be assessed at the same rate as "Research and Retrieval Fees" and will be based on the employee and computer time required.

D. Postage:

The cost of postage will also be assessed at the actual cost to mail or deliver the records located. Where a request is made for records to be delivered via overnight delivery, priority mail, or similar expedited delivery, requestor will be responsible for charges for such expedited delivery.