

FOIA Fee Schedule

Freedom of Information Act Policy and Fee Schedule

Pursuant to the South Carolina Freedom of Information Act, the Midlands Middle College will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act ("FOIA") requests should be mailed to the following address:

1260 Lexington Drive, West Columbia, SC 29170

Upon receipt of a written request for records under FOIA, Midlands Middle College will determine if the records are available. Notification of this determination will be made within 10 business days for records less than two years old, or within 20 business days for records more than two years old. If Midlands Middle College determines that the requested records are available and not exempt from disclosure, the records will be furnished within 30 calendar days of the determination, or within 35 calendar days if the records are more than two years old. In certain cases, particularly FOIA requests in which a large number of records or confidential information is requested, a deposit not exceeding 25% of the total estimated fee will be required prior to commencing the retrieval and production of records; in such cases, the records will be furnished within 30 calendar days of when the deposit is received unless the records are more than two years old, then the records will be furnished within 35 calendar days of when the deposit is received. Reasonable efforts will be made to produce records at the lowest possible cost, and the following fee schedule will apply:

Fee Schedule

S.C. Code of Laws §30-4-30(B) states fulfillment of FOIA requests is subject to fees for search, retrieval, and redaction of records and fees for providing copies of documents.

· Copying costs will be charged at a commercially reasonable rate of \$0.10 per page, and, the fee for non-standard size documents, such as architectural plans or property plats, will be individually determined at the time of copying based on actual copying cost.

· Search, retrieval, and redaction costs of records will be charged at the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the school, has the necessary skill and training to perform the search, retrieval, and, if appropriate, redaction. The fee rate will vary based on the nature of the records requested. Employee time will be billed in ¼ hour increments.

The fee schedule may vary from time to time as salaries and commercially reasonable copying costs change. Fees will not be charged for examination and review of documents to determine if the documents are subject to disclosure. Additionally, copying costs will not be charged for copies of records that are transmitted in electronic format, although if requested records are not already in electronic format, fees will be charged for staff time required to transfer the documents to electronic format.

*Please note that obtaining or using personal information for commercial solicitation directed to any person in South Carolina is prohibited and is subject to criminal prosecution under S.C. Code of Laws §30-2-50.