



Freedom of Information Act (FOIA) Fee Schedule

Photocopying – The charge for photocopying is calculated at \$0.10 per page for black and white copies or \$0.80 per page for color pages, or the prevailing commercial rate at the time of the request.

Employee / Administrative Time – Information requests requiring more than one hour of staff time will be assessed at the hourly salary of the lowest paid school district employee who has the necessary skill to perform the request, as determined by the district.

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 – The requester will be notified of the charge assessed for fulfilling an information request. Actual costs will be recorded throughout the process, and will be reconciled with the requestor upon completion. A deposit of 25% of the reasonably anticipated cost for searching for, redacting, and copying the requested information may be required by the district prior to collection of information and/or fulfillment of the request.

District's Address (where fees and requests should be sent)

York School District One

Physical:

1475 East Liberty Street
York, SC 29745
Attn: FOIA Payments-Finance Department

Mailing:

PO Box 770
York, SC 29745
Attn: FOIA Payments-Finance Department