

Richland/Lexington Disabilities and Special Needs Board
Freedom of Information
Schedule of Fees

The following fee schedule may be applied to FOIA requests. The fees will not exceed the actual cost of compiling/searching for or making copies of records. Production fees will be based on the hourly wage of the lowest paid staff employee who has the skills and training to fulfill the request.

- The first fifty (50) pages are free
- There is a charge of \$.15 for each page over fifty (50) pages.
- The first hour of time spent searching, retrieving, redacting and copying records is free.
- RLDSNB does store some records off-site. All fees charged by records management companies to secure requested records will be charged to the person making the FOIA request.
- There is a charge for each additional hour based on the salary of the employee required to complete the work.
- A deposit may be requested. The deposit, if any, will be no more than 25% of the reasonably anticipated cost for gathering and reproducing the records.

Invoicing

- Fees will be invoiced to the person making the FOIA request. The requested information will be released when full payment has been received by RLDSNB.
- Fees will not be charged to the media to response to a FOIA request unless the Executive Director determines the cost to the agency for copying, compilation and/or research is high.
- Fees will not be charged to members of the General Assembly when their requests relate to their legislative duties.
- Fees will not be charged to a DDSN/RLDSNB consumer, the consumer's parent with legal custody, legal guardian, or spouse requesting that consumer's RLDSNB consumer records. A request for records other than those of the consumer is subject to fees.