

## Freedom of Information Act Requests and Fee Schedule

As required by South Carolina's Freedom of Information Act (FOIA), South Carolina Code Sections 30-4-10 et seq. and subject to the exemptions set forth in Section 30-4-40, the business of the South Carolina State Board of Financial Institutions, Office of the Commissioner of Banking is open to public review. FOIA requests must be submitted in writing to [contact@banking.sc.gov](mailto:contact@banking.sc.gov) or mailed to the following address:

Office of the Commissioner of Banking  
1205 Pendleton Street, Suite 305  
Columbia, SC 29201

### FOIA Fee Schedule

FOIA requests should be answered without charge when the request requires minimal and/or a reasonable amount of employee time and photocopying expense.

For requests that require a fee, the fee will be calculated according to the following guidelines:

#### Employee and Administrative Time

- If the FOIA request requires approximately one hour or more of staff time, assessed fees will be based on the actual cost of the search, retrieval and redaction of records. The fee for the search, retrieval or redaction of records shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the Commissioner, has the necessary skill and training to fulfill the request.
- The prorated hourly salary of an employee is determined by dividing that employee's salary by 1950 hours and multiplying that figure by the number of hours required to search for, retrieve and redact the requested records.
  - Example – If providing records requires an employee with a yearly salary of \$75,000 four hours to search for, retrieve and redact the requested records, the associated fee would be \$153.85 ( $75,000/1950 \times 4$ ), plus any costs of photocopying or postage.

#### Photocopying

- If the FOIA request requires copying approximately 50 pages or more at one time or a similar amount over several days, the charge will be calculated at 20 cents per page.

#### Postage

- If the FOIA request requires postage of approximately \$2 or more, the charge will be the actual cost associated with the process.

## **Deposit**

- A deposit not to exceed 25% of the total reasonably anticipated cost for reproduction of (providing) the records may be required before the search, retrieval and redaction of records.

## **Miscellaneous**

- Fees for photocopying, employee and administrative time, and postage are assessed separately and will be cumulative.
- In determining whether a fee is warranted and in calculating the amount required, one or more related FOIA requests from the same individual or organization will be considered as a single request
- Any individual making a FOIA request which will result in a charge shall be notified in advance of the approximate cost for providing that information. Notification and acceptance of those charges must be in writing.
- Payment for FOIA requests should be made payable to the Office of the Commissioner of Banking. Checks and money orders related to a FOIA request should reference the FOIA request associated with the payment.
- Constitutional officers, members of the General Assembly, and other State agencies shall not be charged for information or records released under the FOIA.
- Charges may be waived or levied at the discretion of the Commissioner.

**State of South Carolina  
Board of Financial Institutions  
Office of the Commissioner of Banking**

**FREEDOM OF INFORMATION ACT REQUEST FORM**

**REQUESTOR INFORMATION:**

<b>Name</b>		
<b>Organization</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Email Address</b>	

**RECORD INFORMATION:**

<b>Description of Record(s) Requested</b> (Identify the records as clearly and specifically as possible. Please provide information that would be helpful in identifying and locating the requested records, such as document title, etc.)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Return completed form to:** Office of the Commissioner of Banking  
1205 Pendleton Street, Suite 305  
Columbia, SC 29201  
Fax: (803)734-2013  
Email: [contact@banking.sc.gov](mailto:contact@banking.sc.gov)