



**Freedom of Information Act Request Fee Schedule
Updated August 2025**

Cost Associated with Freedom of Information Act Requests Section [30-4-30 \(B\)](#)

Unless specifically requested, all records will be provided in digital formats. Records totaling 15 MB or less will be emailed; records totaling more than 15 MB will be made available for download via a secure website.

If a fee is required, the requester will be notified with amounts and payment instructions.

The labor cost will be calculated according to the following guidelines:

Service	Fee
Search and Retrieval by Department for Records	Executive Director: \$80.00 per hour Senior Project Manager: \$40.00 per hour Economic Development Specialist: \$30.00 per hour

Copying and other costs will be calculated according to the following guidelines:

Service	Cost
Printed Copies of Records (excluding GIS Maps)	\$0.20 per page (up to 11x17 only)
GIS Maps	\$10.00 (up to 11x17 in.)
	\$20.00 (larger than 11x17 in.)
USB Drive	\$7.00 each
Postage expense	Actual cost as determined by weight, size and zip code

Any request received after 4:30 pm Monday through Friday will be considered as having been received on the following work day. For further assistance, please contact 843-226-3462.