

Freedom of Information (FOI) Fee Schedule

The South Carolina Office of the Adjutant General / South Carolina Military Department maintains public records that are available for review, upon request, in accordance with the State's Freedom of Information Act.

In addition, the Agency follows the State FOIA Policies and procedures, and the State Family Privacy Protection policy when reviewing and fulfilling requests for copies of State records.

To determine the fee schedule and/or to submit FOIA requests for Federal records retained by the South Carolina National Guard (to which the National Guard Bureau is the release authority), go to <https://www.scguard.ng.mil/Freedom-of-Information-Act-FOIA/>

The fees listed below are effective as of 19 July 2019

Fee Schedule		
Search/Retrieval Fee		\$21.00 per hour
Redaction Fee		\$21.00 per hour
Scanning Hard Copy Files Fee		\$21.00 per hour
Download Electronic Files/Electronic Retrieval Fee		\$21.00 per hour
Mailing Fee		Cost of Postage
Hard Copies	25 pages or less	Free
	26 pages or more	\$.10 per page
If the requested information size is too large to email, the following options are available.	CD	\$2.00 each
	USB 8 GB	\$5.00 each
	USB 16 GB	\$6.00 each
	USB 32 GB	\$7.50 each

Exception to the Normal Fee Structure: Requests requiring specialized IT support or similar resources may require other rates than those listed above.

The Agency may require a deposit for fees (not to exceed 25% of total reasonably anticipated costs) once it provides a final determination. The State FOIA Coordinator may waive or reduce the charges if he determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public.

Contact:

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