



CITY OF NEWBERRY SCHEDULE OF FOIA ADMINSTRATIVE FEES

Section 30-4-30(B) of FOIA, authorizes the City, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the City has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. *Costs to fulfill any FOIA requests may be paid by check or money order. Once there is a mutual understanding of your FOIA request, the City of Newberry may require a 25% deposit for estimated staff time to generate a response before assembling the information.*

OFFICE USE ONLY:

	Minutes/Hours	x Rate	= Cost
Search/Retrieval/Redaction Time		\$ 20.00/ hr \$ 10.00/ ½ hr \$ 5.00/ ¼ hr	
Copies	Number or Pages	Unit Price	
Black and White Paper records/standard reports 8.5x11		\$0.10/page	
Black and White Paper records/standard reports 8.5x14		\$0.25/ page	
Color Paper Records/standard reports 8.5x11		\$0.50/page	
Standard maps/plots up to 11" x 17" black and white		\$0.50/each	
Standard maps/plots up to 11" x 17" color		\$1.00/each	
Standard maps/plots larger than 11"x 17"		\$5.00/each	
CD/DVD		\$2.00/each	
Postage	<input type="checkbox"/> Certified Mail <input type="checkbox"/> Standard Mail Delivery	Based on weight and delivery	
TOTAL COST			

**Please note that if the requested records are not in an electronic format, and our office agrees to transfer the documents to an electronic format, then there will be a charge for the staff time required to transfer the documents to an electronic format.