



Fee Schedule for FOIA Requests

Search/Retrieval Time	Minutes/Hour	x Rate	= Cost
The fee for the search, retrieval, redaction or scanning of records will equal the hourly wage of the lowest paid employee who can fulfill the request.			
Copies	Number of Copies	x Rate	= Cost
If an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.*		\$0.10/page	
Media	Type	Number of Units	= Cost
CD DVD Flash Drive Other			
Postage/Shipping	Type	x Rate	= Cost
	USPS UPS FedEx		
Reports	Number of Reports	x Rate + Printing (\$0.10/page)	= Cost
Incident Reports** (Simpsonville Police Department)		\$5***/report	
Accident Reports (Simpsonville Police Department)		\$5/report	
Local Criminal History Check (Simpsonville Police Department)		\$6/report	
TOTAL COST			

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

**Victims of a crime can receive an incident report at no charge but must pick up the report at the Simpsonville Police Department at 405 E. Curtis St., Simpsonville, S.C. 29681.

***The Simpsonville Police Department may charge different fee amounts, such as printing expenses, for fulfilling FOIA requests, depending on staff hourly wage and other factors.