



Limestone Charter Association (LCA) Freedom of Information Act (FOIA) Fee Schedule

Limestone Charter Association is open to public review, as is required by South Carolina's [Freedom of Information Act](#) ("FOIA") S.C. Code Sections 30-4-10 et seq. and subject to the exemptions set forth in section 30-4-40. For requests that require a fee, the fee will be calculated according to the following guidelines:

Photocopying: The charge for photocopying is calculated at \$0.20 per page for black and white copies or \$0.90 per page for color pages, or the prevailing commercial rate at the time of the request.

Employee / 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 LCA, has the necessary skill and training to fulfill the request.

Postage, Fax or Electronic Data Storage Devices: If the FOIA request requires postage, fax or an electronic data storage device (e.g., thumb drive, CD, etc.) of approximately \$2 or more, the charge would be the actual cost associated with the process or device.

Estimation of fees and payment: The requester will be notified of the charges assessed for fulfilling an information request. Actual costs will be recorded throughout the process, and will be reconciled with the requestor upon completion. A deposit of 25% of the reasonably anticipated cost for searching for, redacting, and copying the requested information may be required by LCA prior to collection of information and/or fulfillment of the request.

Limestone Charter Association's Address (where fees and requests should be sent):

Limestone Charter Association
6923 N. Trenholm Road
Columbia, SC 29206
Attn: FOIA Payments-Finance Department

Required information: Please include all information listed below in the FOIA request:

- Requesters full name
- Requesters full address including street, city, state and zip code
- Email address
- Telephone number
- A detailed description of the public records requested
- Date of request
- Organization
- Signed statement that the information will not be used for commercial solicitation
- Justification if requesting reduction in or waiver of fees