

**Winthrop University**  
**Fee Schedule for Responding to Requests for Public Records under the**  
**South Carolina Freedom of Information Act**  
**Effective May 19, 2017**

Winthrop University may charge reasonable fees for the search, retrieval, copying, redaction, and production of public records not to exceed the actual costs incurred, according to Section 30-4-30 of the South Carolina Code of Laws and as indicated below.

Generally, no fee will be charged for infrequently producing public records when the anticipated cost is determined to be less than \$10.00. Fees will not be charged to determine if the records requested are exempt from disclosure.

The full amount of the total cost for providing public records must be paid at the time of the production of the request. Fees are based on actual salaries of the clerical, professional, and technical employees responsible for providing public records.

**Fees Charged**

- \$15.00/hour (prorated to the actual time spent as appropriate) for records found in general office files including, but not limited to employment records, job search records, non-FERPA protected student records, records used in conducting general business in the Athletic or other department, policies, procedures, meeting agendas, meeting minutes, and public law enforcement records. Tasks include:
  - Copying records;
  - Scanning and making electronic copies of records;
  - Searching for records;
  - Retrieval of records found in general office files.
  
- \$25.00/hour (prorated to the actual time spent as appropriate) for:
  - Searching for records not included in general office files, including but not limited to, emails and electronic files returned in a search for electronic records;

- Searching for records that require an advanced level of skill and training to locate records;
  - Redaction as required by state and federal law;
  - Extracting electronic data to provide reports to include names, sex, race, title, and dates of employment, and salaries of employees, or other public information.
- \$28.00/hour (prorated to the actual time spent as appropriate) for emails, telephone records, or other electronic or related records that require technical assistance from the Office of Computing and Information Technology for retrieval.
  - \$.25 for each hardcopy provided in response to any request in which hardcopy records are provided. Additional costs may be charged for special copy needs such as blueprints, or that result the use of paper other than white, standard 8.5” x 11”. No copy charges will apply to records which are transmitted electronically, but Winthrop may charge for time required to convert documents into electronic format.

### **Deposits**

When Winthrop University anticipates that the production of public records associated with a FOIA request will take 5 or more hours, or if the requestor has failed to provide payment upon request or in a timely manner in the past, Winthrop will require the requestor to submit payment for a deposit not to exceed 25% of the total of the reasonably anticipated cost for providing the records. Any deposit payments must be made prior to the commencement of the search or production of the records.

### **Public Interest and Media Requests**

If Winthrop determines that furnishing the records will primarily benefit the general public, then it may produce the records without charge or at a reduced charge.

Generally, Winthrop will determine that requests made by media outlets are in the public interest and therefore will not impose any charges. Winthrop may charge a

fee to a media outlet if the request is not reasonably limited in scope to subject matter which would benefit the public and would create an unreasonable administrative burden to respond.

### **Requests from Students**

Considering the public interests involved and Winthrop's dedication to the educational process, Winthrop will not charge a fee to Winthrop students or students of another college or university for the production of public records. Winthrop may charge fees to students for unreasonably burdensome requests that do not primarily benefit the public.

### **Requests from the General Assembly**

Winthrop will not charge a fee to members of the General Assembly for producing public records when the request is related to the legislative duties of the General Assembly member.