



**City of Tega Cay**  
**Freedom of Information Act**  
**Fee Schedule**  
 Effective October 1, 2025

DESCRIPTION		FEE
<b>PRODUCTION OF DOCUMENTS</b>	Black & White Letter and Legal Size	\$0.15 per sheet
	Black & White Ledger Size	\$0.30 per sheet
	Color Letter & Legal Size	\$0.50 per sheet
	Color Ledger Size	\$0.70 per sheet
	For searches less than 5 pages & less than 5 minutes	\$0

DESCRIPTION		FEE
<b>DEPOSIT</b>	<p>25% of anticipated costs over \$30 for reproduction of records with balance due at time of production.</p> <p>Records shall be furnished or made available for inspection within the later of: 1) thirty calendar days from the date on which the determination by the City was made, or 2) thirty days from the receipt by the City of applicable deposits. Provided, however, if the records are more than twenty-four months old, the City shall have the later of: 1) thirty-five calendar days from the date on which the final determination was provided, or 2) thirty-five days from the receipt by the City of applicable deposits.</p>	Varies by FOIA Request

DESCRIPTION		FEE
<b>SEARCH/RETRIEVAL</b>	<p>Hourly wage of the lowest paid staff who has the skills and training to fulfill the request.</p> <p>(No charge if search is less than 5 minutes and is less than 5 pages.)</p>	Prorated Hourly Rate for lowest cost employee

DESCRIPTION		FEE
<b>DOCUMENT DELIVERY</b>	Email	No Charge
	Flash Drive	64gb \$5 32gb \$3
	Postage/Shipping/ (USPS/FedEx/UPS)	Actual Rates Apply