

**GREENVILLE COUNTY REDEVELOPMENT AUTHORITY (GCRA)**

**FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE**

**S.C. Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.**

Pursuant to the South Carolina Freedom of Information Act, the Greenville County Redevelopment Authority (GCRA) will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act (“FOIA”) requests should be directed to:

Greenville County Redevelopment Authority  
ATTN: Beverly Robertson (FOIA)  
301 University Ridge, Suite 2500  
Greenville, SC 29601

Email: [brobertson@gcra-sc.org](mailto:b Robertson@gcra-sc.org)

Upon receipt of a written request for records under FOIA, GCRA will determine if the records are available. GCRA will notify the requestor of this determination in writing within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days means (excepting Saturdays, Sundays, and legal public holidays).

If the search/retrieval time is less than half an hour and/or the total number of documents responsive to the FOIA request is ten (10) pages or less, no reproduction fee will be charged.

If GCRA determines that the requested records are available and are not exempt from disclosure, the records will be furnished to the requestor within thirty (30) calendar days of the written determination, or within thirty-five (35) calendar days, if the records are more than two years old.

A DEPOSIT IS REQUIRED prior to searching for and/or copying records pursuant to a FOIA request—(25% of reasonably anticipated cost for reproduction of the records), if search and retrieval time is greater than thirty (30) minutes and/or the number of pages to be produced is greater than ten (10) pages. The balance must be paid at time of production.

If GCRA requires a deposit prior to searching for or making copies of the records, then the records will be furnished within thirty (30) calendar days of when the deposit is received. If the records are more than two years old, the records will be furnished within thirty-five (35) calendar days of when the deposit is received.

Pursuant to S.C. Code of Laws §30-4-30(B), fulfillment of FOIA requests is subject to fees for search and retrieval, as well as fees for providing copies of documents.

## **FEE SCHEDULE**

	<b>Minutes/Hours</b>	<b>x Rate</b>	<b>= Cost</b>
<b>Search/Retrieval Time</b> There is no retrieval charge for records retrieved and copied within ½ hour or less.	0.00	\$15.00 per/hr	0.00
<b>Copies</b> There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less.  **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.	<b>Number or Pages</b>	<b>Unit Price</b>	
Black and White Paper records/standard reports 8.5x11		\$0.10/page	0.00
Color Paper Records/standard reports 8.5x11		\$0.50/page	0.00
Standard maps/plots up to 11" x 17" black and white		\$0.50/each	0.00
Standard maps/plots up to 11" x 17" color		\$1.00/each	0.00
Standard maps/plots larger than 11"x 17"		\$5.00/each	0.00
Microfiche/microfilm copies		\$0.10/each	0.00
CD/DVD		\$1.00/each	0.00
Flash Drive		12.00/each	0.00
<b>TOTAL COST</b>			0.00

\*\*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.