

**Thirteenth Judicial Circuit Solicitor's Office  
Freedom of Information Act (FOIA) Requests  
Fee Schedule**

Item	Fee
Black and White Photocopies	\$0.10 /page
Color Photocopies	\$0.25 /page
CDs/DVDs	\$5.00 /each
Search, Retrieve, Redact, Reproduce	
Clerical	\$15.00 /hour
Other	\$20.00 /hour

**Send all FOIA Requests to:**

Katie Tucker  
Thirteenth Judicial Circuit Solicitor's Office  
305 E. North Street, Suite 325  
Greenville, S.C. 29601

Last updated: 08/27/20

**A deposit of 25% of the estimated costs for searching, retrieving, redacting and reproducing records may be required before searching for or making copies of records. The full balance must be paid at the time of production of the records.**

Inspection, copying and production of records are subject to all applicable exemptions, redaction, and/or exclusions provided by FOIA or other state or federal laws. If public records are available and capable of electronic transmission by the 13<sup>th</sup> Judicial Circuit Solicitor's office, per page copying charges do not apply. However, staff time for searching, retrieving and redaction will still apply. Records not in electronic format may, in the Solicitor's Office discretion, be converted to and transmitted in electronic format. In such event there, will be an additional charge for staff time for converting to electronic format.

**PURSUANT TO S.C. CODE ANN. §30-2-50, OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THE STATE OF SOUTH CAROLINA IS PROHIBITED, AND IS PUNISHABLE BY A FINE OF UP TO \$500 AND IMPRISONMENT UP TO ONE YEAR, OR BOTH.**