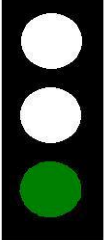


BELMONT FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

	SUBJECT: Freedom of Information Fee Schedule	EFFECTIVE DATE: 07/01/2023
		SUPERSEDES SOG DATED: 02/18/2010
	SOG# 100.20	PAGE: 1 of 1
	Prioritization: Green	APPROVED BY: Board of Commissioners

Purpose

The purpose of this fee schedule is to educate all stakeholders, media outlets, and any other concerned citizen of the established fees for all FOI requests. The increasing number of FOI requests involving computer-generated responses, copying, and reviewing of material has steadily required greater use of personnel and resources.

Coordination

FOI requests pertaining to commission meetings and/or confidential records should be addressed through the Commission Chairman, at 701 Fork Shoals Road, Greenville SC 29605-5831, or emailed to admin@belmontfd.com.

FOI requests pertaining to Fire Department operations, call records, etc., should be addressed through the Fire Chiefs Office, at 701 Fork Shoals Road, Greenville SC 29605-5831, or emailed to chief@belmontfd.com.

General Fee Sheet

Letter Black/White Copies (8½" x 11")	\$0.10 per page	Preparers Fee (Minimum 1 hour)	
Letter Color Copies (8½" x 11")	\$0.15 per page	Employee Classification (E1)	\$ 17.75 hr.
Legal Black/White Copies (8½" x 14")	\$0.15 per page	Employee Classification (E2)	\$ 18.75 hr.
Legal Color Copies (8½" x 14")	\$0.20 per page	Employee Classification (E3)	\$ 19.95 hr.
120 mb USB Drive (Materials Cost)	\$10.00 per drive	Employee Classification (E4)	\$ 42.05 hr.

FOI requests pertaining to sensitive or confidential material will be filled by an employee with a minimum classification of E4. Any other request will be handled by the classification of employee that corresponds with the nature of the request. These classifications are necessary due to internal security to paper and/or computer file access.

Checks/Money Orders are made payable to the Belmont Fire District