



CITY OF SIMPSONVILLE FREEDOM OF INFORMATION ACT

CONTACT INFORMATION

Name: _____ Date Requested: _____

Address: _____

City/State/Zip: _____ Daytime Number: _____

Agency, Firm, or Organization _____

Address (if different) _____

Email Address: _____

INFORMATION REQUESTED (be as specific as possible)

Requested Delivery: Mail _____ Pick Up _____ Email _____

Signature of Person Making Request

Date

INTERNAL USE ONLY – This section to be completed by the City of Simpsonville

Date Request Received _____ Request Received by _____

FOIA Response determining availability of records and notice of any exemptions due _____
10 business days from date of receipt of FOIA for records less than 24 months old
20 business days from date of receipt of FOIA for records more than 24 months old

Written FOIA Response provided to Requester on _____ by _____

AA 25% deposit may be required prior to processing a request if the estimated total cost is at least \$20. A charge for staff time may be made in addition to the report/s fee if the amount of time required to process the request for a report or reports is at least 1 hour. The balance must be paid at the time of delivery.

Estimated Cost (see fee schedule) _____ Deposit Amount _____

Deposit Received on _____ by _____

Production of documents due _____
30 days after receipt of deposit for records less than 24 months old
35 days after date of receipt of deposit for records more than 24 months old

Information Reviewed by _____

Date Information Provided to Requestor _____



— **CITY OF SIMPSONVILLE** —

Fee Schedule for Requests Under Freedom of Information Act

Search/Retrieval Time	Search/Retrieval Time	Rate	Cost
The fee for the search, retrieval, and redaction of records shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the tasks.	___ hours	\$___/hour	\$___
Copies	Number of Units	Rate	Cost
A charge for printing or copies will start at 50 pages at \$.10/page.	___ copies	\$0.10/page	\$___
Media	Number of Units	Rate	Cost
Hard Drive at market rate USB Drive at market rate	___ HD ___ USB	\$___ HD \$___ USB	\$___
Reports	Number of Reports	Rate	Cost
All Police Department records requests including but not limited to: <ul style="list-style-type: none"> • Incident Reports¹ • Accident Reports² • Local Criminal History Check • Calls for Service 	___ Reports	Flat rate: \$8 per request³	\$___
TOTAL COST			\$___
DEPOSIT⁴ (Estimated Total Cost \$___ x 0.25)			\$___

A public body is permitted by S.C. Code § 30-4-30(B) of South Carolina Freedom Information Act, S.C. Code § Title 30, Chapter 4 to require a fee for processing public records requests. Simpsonville City Council approved with Resolution R-2026-10 on April 14, 2026 the current FOIA fee schedule for the City of Simpsonville to be included in the Fiscal Year 2026-2027 budget and future budgets and to go into effect immediately upon approval.

¹ Victims of a crime and their legal guardians and other law enforcement agencies and certain organizations (e.g. sheriff’s offices, police departments, Federal Bureau of Investigation) can receive an incident report at no charge.

² The State Collision Report does not designate a “victim” or assign “fault” but rather qualifies as a statistical document that only categorizes by “contributor.” An \$8 fee will be applied to all requested collision reports. Only victims of crimes can receive free reports.

³ A charge for staff time may be made in addition to the report/s fee if the amount of time required to process the request for a report or reports is at least 1 hour.

⁴ A 25% deposit may be required prior to processing a request if the estimated total cost is at least \$20.