



# OFFICE OF THE SHERIFF

YORK COUNTY, SOUTH CAROLINA

1675-2A York Highway • York, SC • 29745-7430

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Kevin R. Tolson, *Sheriff*



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## FOIA REQUESTS

In accordance with the South Carolina Freedom of Information Act (FOIA), S.C. Code Ann. §§ 30-4-10 to 30-4-165, any person has the right to inspect and copy public records. Requests for public records made pursuant to the FOIA should be directed to:

York County Sheriff's Office  
Attention: General Counsel  
1675-2A York Highway  
York, South Carolina 29745

In order to offset the costs incurred by the York County Sheriff's Office for searching, retrieving, and redacting public records, the following fee schedule applies:

14-day reports furnished under § 30-4-30(D)(2) (in-person requests only)	\$1.00 for first copy, \$.25 for each additional copy
Copies	\$.25 per copy
Data Discs	\$10.00 per disc
Search/Redaction Time	minimum of \$14.70 per hour (you will be charged for the hourly rate of the lowest paid employee who has the skill and training necessary to respond to the request)

A deposit of 25% of the estimated costs for searching, retrieving, redacting and reproducing records may be required prior to the York County Sheriff's Office undertaking the search. The full balance must be paid at the time of production of the records.

Inspecting, copying and production of public records are subject to all applicable exemptions and exclusions provided by the FOIA or other state and federal laws. If public records are available for electronic transmission by the York County Sheriff's Office, per page copying charges do not apply; however, you will still be charged for staff time spent searching for, retrieving, and redacting the records. The York County Sheriff's Office is not required to create an electronic version of a public record where one does not exist.

**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.**