# BERKELEY COUNTY GOVERNMENT
# FREEDOM OF INFORMATION ACT
# SCHEDULE OF FEES
**(Effective 05/19/2017)**

| Fee | Description | Cost | Per Unit |
|---|---|---|---|
| **LABOR:** | | | |
| Labor | Labor Charge - Search, Retrieve, and Redaction of Records | Variable | Variable |
| Scanning Greater Than 11 x 17 (GIS Staff Only) | For Scanning to Electronic Format by GIS Staff - Pages Greater Than 11x17 | $20.47 | Per Hour |
| | | | |
| **MATERIALS:** | | | |
| CD | For cost of CD | $0.25 | Per Quantity |
| Copies Outside Source | For copies produced by external source | Variable | Variable |
| Copy of Large Drawing/Plan -- 11x17 | For copies of plans/drawings that are 11x17 | $0.75 | Per Quantity |
| Copy of Large Drawing/Plan -- 17x22 | For copies of plans/drawings that are 17x22 | $1.17 | Per Page |
| Copy of Large Drawing/Plan -- 22x34 | For copies of plans/drawings that are 22x34 | $2.34 | Per Page |
| Copy of Large Drawing/Plan -- 34x44 | For copies of plans/drawings that are 34x44 | $4.68 | Per Page |
| DVD | For cost of DVD | $0.39 | Per Quantity |
| Standard Copies | For standard copies | $0.10 | Per Page |
| Thumb Drive | For thumb/flash drive | Variable | Variable |
| | | | |
| **POSTAGE:** | | | |
| FedEx/UPS/Other | For cost of FedEx/UPS or other mail delivery services | Variable | Variable |
| Flat Rate Envelope | USPS flat rate envelope 12.5 x 9.5 | $6.65 | Per Quantity |
| Large Flat-Rate Box to APO/FPO Address | USPS large flat-rate box to APO/FPO address | $17.35 | Per Quantity |
| Large Flat-Rate Box to Domestic Address | USPS large flat-rate box to domestic address | $18.85 | Per Quantity |
| Metered Postage | USPS postage that is weighed and calculated | Variable | Variable |
| Padded Flat Rate Envelope | USPS padded flat rate envelope 9.5 x 12.5 | $7.20 | Per Quantity |
| Regular/Medium Flat Rate Box | USPS regular/medium flat-rate box | $13.60 | Per Quantity |
| Small Flat-Rate Box | USPS small flat-rate box | $7.15 | Per Quantity |

*\*\*\*Fees are subject to change without notice\*\*\**