

**BERKELEY COUNTY GOVERNMENT**  
**FREEDOM OF INFORMATION ACT**  
**SCHEDULE OF FEES**  
(Effective 02/09/2024)

Fee	Description	Cost	Per Unit
<b><u>LABOR:</u></b>			
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	\$40.00	Per Hour
<b><u>MATERIALS:</u></b>			
CD	For cost of CD	\$1.00	Per Quantity
Copy of Large Drawing/Plan -- 11x17	For copies of plans/drawings that are 11x17	\$5.00	Per Page
Copy of Large Drawing/Plan -- 17x22	For copies of plans/drawings that are 17x22	\$10.00	Per Page
Copy of Large Drawing/Plan -- 22x34	For copies of plans/drawings that are 22x34	\$15.00	Per Page
Copy of Large Drawing/Plan -- 34x44	For copies of plans/drawings that are 34x44	\$20.00	Per Page
DVD	For cost of DVD	\$2.00	Per Quantity
Standard Copies	For standard copies	\$0.50	Per Page
USB Drive	For USB drive	Variable	Variable
<b><u>POSTAGE:</u></b>			
Metered Postage	USPS postage that is weighed and calculated	\$0.63	Per Ounce
Flat Rate Envelope	USPS flat rate envelope 12.5 x 9.5	\$9.85	Per Quantity
Legal Flat Rate Envelope	USPS legal flat-rate box to APO/FPO address	\$20.95	Per Quantity
Large Flat-Rate Box to Domestic Address	USPS large flat-rate box to domestic address	\$24.75	Per Quantity
Padded Flat Rate Envelope	USPS padded flat rate envelope 9.5 x 12.5	\$10.60	Per Quantity
Regular/Medium Flat Rate Box	USPS regular/medium flat-rate box	\$18.40	Per Quantity
Small Flat-Rate Box	USPS small flat-rate box	\$10.40	Per Quantity
Priority Mail Express Flat Rate Env	USPS Express Rate Envelope	\$30.45	Per Quantity

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