

**BERKELEY COUNTY GOVERNMENT**  
**FREEDOM OF INFORMATION ACT**  
**SCHEDULE OF FEES**  
(Effective 05/01/2026)

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	\$0.75	Per Page
USB Drive	For USB drive	Variable	Variable
<b><u>POSTAGE:</u></b>			
Metered Postage	USPS postage that is weighed and calculated	\$0.74	Per Ounce
Flat Rate Envelope	USPS flat rate Priority Mail envelope 12.5" x 9.5" or smaller	\$12.90	Per Quantity
Legal Flat Rate Envelope	USPS flat rate Priority Mail envelope 15" x 9.5" or smaller	\$13.25	Per Quantity
Padded Flat Rate Envelope	USPS flat rate Priority Mail envelope 12.5" x 9.5" or smaller	\$14.00	Per Quantity
Small Flat Rate Box	USPS flat rate Priority Mail box 8-5/8" x 5-3/8" x 1-5/8" Inside 8-11/16" x 5-7/17" x 1-3/4" outside	\$13.65	Per Quantity

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

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Medium Flat Rate Box	USPS flat rate Priority Mail box 11" x 8 ½" x 5 ½" Inside 11 ¼" x 8 ¾" x 6" Outside		
	13 ⅝" x 11 ⅞" x 3 ⅜" Inside 14 ⅞" x 12" x 3 ½" Outside	\$24.80	Per Quantity
Large Flat-Rate Box to Domestic Address	USPS flat rate Priority Mail box 12" x 11 ¾" x 5 ½" Inside 12 ¼ x 12" x 6" Outside	\$34.00	Per Quantity
APO/FPO/DPO Flat Rate Box	USPS flat rate Priority Mail box to domestic address 12" x 11 ¾" x 5 ½" Inside 12 ¼ x 12" x 6" Outside	\$32.55	Per Quantity