



In accordance with the S.C. Code of Laws, all Mauldin City departments shall adhere to the following fee schedule:
A fee shall not be charged if the total cost to produce the record(s) is \$20.00 or less.

Service		Fee
a.	Copying Fee	\$0.25 per page
A charge shall be levied for each hard copy made by copier or computer printer. If information is emailed, the copying fee does not apply.		
b.	Records Research	Gross Hourly Rate
Hourly fee, pro-rated, shall be based on the gross hourly rate of the lowest paid employee researching the records requested, who has the necessary skill and training to perform the request. This time shall include any time for making hard copies of records for the requestor.		
c.	Information Provided by Fax	Gross Hourly Rate
Hourly fee, pro-rated, shall be based on gross hourly rate of the lowest paid City Clerk's Office employee faxing the requested records.		
d.	E-mail Search Programming Fees	Gross Hourly Rate
Hourly fee, pro-rated, shall be based on gross hourly rate of the lowest paid IT employee who has the necessary skill and training to design and enter the search criteria for the requested records and retrieve the data.		
e.	Computer Media (CD)	\$5.00 per CD required
f.	USB Drives	Cost (including sales tax) of the USB Drive
f.	Public Inspection	Gross Hourly Rate
The City shall charge an hourly fee, pro-rated, based on the gross hourly rate of the lowest paid employee who has the necessary skill and training to make records available to the public for inspection. The rate shall be charged for the entire time the records are open for inspection and the employee has control of the records for inspection.		
g.	Redactions	Gross Hourly Rate
The City shall charge an hourly fee, pro-rated, based on the gross hourly rate of the lowest paid employee who has the necessary skill and training to perform the redactions pursuant to policy.		