

Scott County Sheriff's Office, Virginia FOIA Fee Policy

Citizen Rights & Responsibilities under Virginia Freedom of Information Act:

In accordance with the Virginia Freedom of Information Act (FOIA), the Scott County Sheriff's Office may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The Sheriff's Office may not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the Sheriff's Office. Any duplicating fee charged by the Sheriff's Office shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Virginia Code § 2.2-3704(F).

- If the Sheriff's Office estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five business days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid, the Sheriff's Office may require payment of the past-due bill before we will respond to your new FOIA request.
- The Sheriff's Office FOIA fees may differ from fees the Scott County Administrative Office's FOIA fees.
- The Sheriff's Office's fees to respond to a FOIA request are as follows:

Less than 25 pages copied and less than thirty minutes of staff time required to compile records	No fee
More than 25 pages copied and more than thirty minutes of staff time required to compile records	\$0.01 per page in excess of 24 (no charge for first 24 pages) plus Staff Time Fee
Unlimited pages, electronic copy	No charge per page; Staff Time Fee only, if any
Unlimited pages, on flash drive	\$2.99 for 8 GB flash drive; \$4.99 for 16 GB flash drive; \$15.99 for 128 GB flash drive; Plus, Staff Time Fee, if any
Staff Time Fee, if research and copy time is thirty minutes or less	No fee
Staff Time Fee, if research and copy time exceeds thirty minutes	Staff Time fees vary depending on the employee's hourly pay rate and the time the FOIA request will take to complete. Time will be rounded to the half hour (i.e., 30 minutes), for time in excess of the first half hour.