

## **FOIA POLICY**

South Carolina Law provides that knowingly obtaining or using personal information from a public body for commercial solicitation is a crime pursuant to S.C. Code §30-2-50.

Pursuant to the South Carolina Freedom of Information Act (“FOIA”), the City of Charleston (“City”) will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code §30-4-40 or other state and federal laws.

Upon receipt of a request for records under FOIA, the City will review the request to determine whether the records are available and send formal acknowledgement to the Requestor within ten (10) business days for records less than two (2) years old, or within twenty (20) days for records more than two (2) years old. Business days do not include Saturdays, Sundays, and legal public holidays.

If the request is granted, the records will be furnished or made available for inspection or copying no later than thirty (30) calendar days from the date on which the formal acknowledgement was provided, unless the records are more than two (2) years old, in which case they will be made available no later than thirty-five (35) calendar days from the date on which the formal acknowledgement was provided. If a deposit is required, the records will be furnished or made available for inspection or copying no later than thirty (30) calendar days from the date on which the deposit is received, unless the records are more than two (2) years old, in which case they will be made available no later than thirty-five (35) calendar days from the date on which the deposit was received to fulfill the request. The City may impose reasonable rules concerning time and place of access to records.

## **Fee Schedule**

Pursuant to S.C. Code Ann. §30-4-30(B), fulfillment of FOIA requests is subject to fees for search, retrieval and redaction, as well as fees for providing copies of documents. A deposit of twenty-five (25%) percent of the total reasonably anticipated cost for fulfilling the request may be required prior to searching for or making copies of records. The full amount of the total cost must be paid at the time of the production of the request.

The City of Charleston's schedule of fees is as follows:

- Search, retrieval, and redaction of records - Actual hourly salary of lowest paid employee who has the training and skill to respond to the request \$0.10 per page
- Black-and-white photocopies - \$0.20 per page
- Color photocopies - \$5.00 each
- CD or DVD - \$12.00 each
- Flash Drive -

- Large quantities of documents or oversized documents will be sent to an outside business for copying which charges requestor the actual dollar amount for work.