

FREEDOM OF INFORMATION (FOIA) POLICY
(Adopted November 14, 2019)

NOTICE: South Carolina law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. (S.C. Code §30-2-50)

Requests for non-exempt records must be made in writing. For convenience a Request Form is set forth below.

The Town of Edisto Beach (“Town”) will provide copies of public records in its custody pursuant to S.C. Code Ann. §30-4-40 (Freedom of Information Act) unless the records are exempt from disclosure under the Freedom of Information Act or other applicable law.

Please direct all FOIA requests in writing to:

Municipal Clerk
2414 Murray Street
Edisto Beach, SC 29438
adavis@townofedistobeach.com

Upon receipt of a written request for records, the Town will determine if the records are available. The Town will notify the requestor of this determination in writing within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days do not include Saturdays, Sundays, and legal public holidays.

Pursuant to S.C. Code Ann. §30-4-30(B), fulfillment of FOIA requests is subject to fees for search and retrieval, as well as fees for providing copies of documents. An estimate of the fees and required deposit will be set forth in the determination letter.

If no deposit is required and the Town determines the requested records are available and are not exempt from disclosure under FOIA or other law, the Town will furnish the records within thirty (30) calendar days of the date of its determination letter. Requested records which are greater than two (2) years old will be furnished within thirty-five (35) calendar days of the date of the determination letter.

If a deposit is required and the Town determines that the requested records are available and are not exempt from disclosure under FOIA or other law, the records will be furnished within thirty (30) calendar days of the date the deposit is received. If the records are more than two years old, the records will be furnished within thirty-five (35) calendar days of the date the deposit is received.

FEE SCHEDULE

- Search, retrieval, and redaction of records - Actual hourly salary of lowest paid employee who has the training and skill to respond to the request.
- There is no charge for records retrieved and copied within one hour or less.
- Black-and-white photocopies - \$0.25 per page
- Black-and-white scanned document - \$0.25 per page
- There is no charge for copies of records if the total number of pages responsive to the request is 10 pages or less.
- Color photocopies - \$0.50 per page
- Color scanned documents - \$0.50 per page
- There is no charge for color photocopies of records if the total number of pages responsive to the request is 10 pages or less.
- CD or DVD - \$5.00 each
- Flash Drive - \$10.00 each
- Large quantities of documents or oversized documents will be sent to an outside business for copying which charges will be billed to the requestor the for actual dollar amount for work.
- A deposit of 25% of estimated fees time may be required.

FREEDOM OF INFORMATION ACT RECORD REQUEST

Date: _____

This is a request to the Town of Edisto Beach under the **South Carolina Freedom of Information Act, §30-4-10 et seq.**

I request that a copy of the following records(s) be provided to me:

I am (please check one)

_____ a representative of the news media and this request is made as part of news gathering and not for a commercial solicitation.

_____ affiliated with an educational or noncommercial institution and this request is made for a scholarly or scientific purpose and not for a commercial solicitation.

_____ affiliated with a private business and am seeking information for use in the company's business.

_____ an individual seeking information for personal use and not for a commercial solicitation.

I am willing to pay fees for this request up to a maximum of \$ _____. If you estimate that the fees will exceed this limit, please inform me first.

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Name _____ Signature _____

Address _____

Telephone no. _____ Email _____

-----OFFICE USE BELOW-----

Date Received: _____ Received by: _____

Date 10 day letter sent: _____ Sent by: _____

Date Complied: _____ Complied by: _____