



FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE

S.C. Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.

Pursuant to the South Carolina Freedom of Information Act, the Town of West Pelzer (“Town”) will provide copies of public records in its custody unless the records are exempt from disclosure under the S.C. Code of Laws §30-4-40. All Freedom of Information Act (“FOIA”) requests should be directed to:

Town of West Pelzer
Attn: Paula Payton (FOIA)
30 Main Street
West Pelzer, SC 29669

Email: ppayton@westpelzer.com

Upon receipt of a written request for records under FOIA, 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 means excepting Saturdays, Sundays, and legal public holidays.

If the search/retrieval time is less than half an hour and/or the total number of document responsive to the FOIA request of ten (10) pages or less, no reproduction fee will be charged.

If the Town determines that the requested records are available and are not exempt from disclosure, the records will be furnished to the requestor within thirty (30) calendar days of the written determination, or within thirty-five (35) calendar days, if the records are more than two years old.

A DEPOSIT IS REQUIRED prior to searching for and/or copying records pursuant to a FOIA request— (25% of reasonably anticipated cost for reproduction of the records), if search and retrieval time is greater than thirty (30) minutes and/or the number of pages to be produced is greater than ten (10) pages. The balance must be paid at time of production.

If the Town requires a deposit prior to searching for or making copies of the records, then the records will be furnished within thirty (30) calendar days of when 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 when the deposit is received.

Pursuant to S.C. Code of Laws §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.

FEE SCHEDULE

	Minutes/Hours	x Rate	= Cost
Search/Retrieval Time There is no retrieval charge for records retrieved and copied within ½ hour or less.	0.00	\$12.00 per/hr	0.00
Copies There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less.	Number or Pages	Unit Price	
Black and White Paper records/standard reports 8.5 x 11		\$0.10/page	0.00
Color Paper Records/standard reports 8.5 x 11		\$0.50/page	0.00
TOTAL COST			0.00

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FOIA Records Request

PLEASE PRINT

Name _____ Date Requested _____

Address _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Agency, Firm or Organization _____

Address (if different) _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Information Request (attach additional description, if requested) _____

Requested delivery: Mail _____ Pick Up _____ Email _____

Office Use Only

Date Request Received: _____

Written FOIA Response determining availability of records and notice of any exemptions due:

10 business days from date of receipt of FOIA request for records less than 24 months old

20 business days from date of receipt of FOIA request for records more than 24 months old

Written FOIA Response provided to Requestor: _____

FEE SCHEDULE

	Minutes/Hours	x Rate	= Cost
Search/Retrieval Time There is no retrieval charge for records retrieved and copied within ½ hour or less.	0.00	\$12.00 per/hr	0.00
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TOTAL COST			0.00