

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

City of Fountain Inn
ATTN: Sandra Woods, City Clerk
200 N Main St
Fountain Inn, SC 29644

Email: sandra.woods@fountaininn.org

Upon receipt of a written request for records under FOIA, the City will determine if the record are available. The City 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 mean Monday – Friday excluding public Holidays.

If the City determines that the requested records are available and are not exempt form 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.

Deposits will be required prior to searching for and/or copying records pursuant to a FOIA Request if the reasonably anticipated costs to produce the records is \$100 or higher. Deposits will be 25% of the reasonably anticipated costs.

If the City 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/Redaction/Copying Time		\$17.17 / hour	
Postage / Shipping	FedEx/UPS/USPS		
Copies	Number or Pages	Unit Price	
Paper Records – Black and White		\$0.10/page	
Paper Records – Color		\$0.25/page	
Paper Records, Legal Size – Black and White		\$0.25/page	
Paper Records, Legal Size – Color		\$0.50/page	
Paper Records, Ledger Size – Black and White		\$0.50/page	
Paper Records, Ledger Size – Color		\$0.75/page	
Tapes, CD's DVD's or other electronic, optical, or magnetic media		Cost of media + 17.17/hour	
TOTAL COST			