



## Freedom of Information Act (FOIA) Request

The City of Easley recognizes that the South Carolina Freedom of Information Act (South Carolina Code 30-4-10) enacted by the South Carolina General Assembly gives every citizen the right to access government meetings, documents and records. By standardizing the City of Easley's procedures for processing Freedom of Information Act (FOIA) requests and establishing reasonable fees for such requests, the City will ensure its compliance with FOIA and its intended goal of transparency of City operations and policies.

All requests for information pursuant to the South Carolina Freedom of Information Act (FOIA) must be made in writing and submitted in person or by mail or email to the City of Easley. To ensure accuracy in the City's response, all requests should be as descriptive as possible. In accordance with FOIA, the City of Easley must:

- for records less than 24 months old, notify the person making the request of the City's determination as to the public availability of the requested public record within 10 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 30 calendar days of the later of either City's notification as to the availability of the requested public record or the date an advance deposit is made if required by the City.
- for records more than 24 months old, notify the person making the request of the City's determination as to the public availability of the requested public record within 20 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 35 calendar days of the later of either City's notification as to the availability of the requested public record or the date an advance deposit is made if required by the City.

A written FOIA request is not required to obtain the following:

- Minutes of meetings for past six months
- Documents produced by the City or its agents and distributed to or reviewed by members of the public body during a public meeting in the past six months
- Reports related to the nature, location and substance of a crime committed in last 14 days
- Documents identifying individuals confined to any jail, detention center or prison in the past three months (excluding restricted juvenile records)

To assist citizens making FOIA requests, the City of Easley has created the attached FOIA Request Form. This form is only intended to ease the process for citizens when making their written FOIA requests. Refer to the link below for the Fee Schedule outlining reasonable costs that may be incurred by the requesting party during the City of Easley's FOIA request processing. If fees apply, up to a 25% deposit may be required prior to staff starting the research process.

Pursuant to S.C. Code Ann. § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from the City for commercial solicitation directed to any person in this State. All persons making FOIA requests to the City are hereby notified that all persons obtaining or using public records for commercial solicitation directed to any person in this State is prohibited. A person knowingly violating the provisions of S.C. Code Ann. § 30-2-50 is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both."

[1] The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.



# FOIA Fee Schedule

	Rate
<b><u>Search/Retrieval/Redaction Time</u></b> (Time is calculated in 15-minute increments)	Varies. Charges are based on the lowest hourly rate of the qualified person to assist with the request.
<b><u>Copies</u></b> Black & White; letter or legal size  * Non-standard sizes will be billed at actual cost to the City	\$0.25 per page
<b>Digital Copy on CD or VD</b>	Must be provided by requester
<b>USB Flash Drive</b>	Must be provided by requester

**An advance deposit of up to 25% of the reasonably anticipated costs may be required prior to search and retrieval of records.**



## Freedom of Information (FOIA) Request Form

205 N. 1st Street Easley, SC 29640 864-855-7900

Requester Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Contact Number and Email \_\_\_\_\_

### Description of records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific date or time frame of records being requested: \_\_\_\_\_

Are the records requested for commercial use/purposes?  YES  NO

Please indicate the format in which you would like the City of Easley to respond to your FOIA request. Please be advised that the City of Easley may not be able to accommodate the requested format in certain circumstances.

Hard Copy  Email  Other: \_\_\_\_\_

By my signature, I hereby state that I understand that the City of Easley may establish and collect reasonable fees for requests. As permitted by law, a deposit not to exceed twenty-five percent of the total estimated cost *may be* required prior to the searching for or making copies of records, Section 30-4-30(B).

Signature \_\_\_\_\_

Date of Request \_\_\_\_\_

### **For Office Use Only**

Date Received: \_\_\_\_\_ Date Responded: \_\_\_\_\_

Personnel Assigned: \_\_\_\_\_

City Attorney Needed to Review? \_\_\_\_\_

Associated Fees: \_\_\_\_\_ Deposit Paid (if any): \_\_\_\_\_

Date Fees Paid/FOIA Sent: \_\_\_\_\_

Contents/Notes: \_\_\_\_\_