



SC Freedom of Information Act and Requests

The *SC Freedom of Information Act (FOIA)*, under the provisions and subsequent statutes of SC Law (**SECTION 30-4-10**), provides for the right to inspect or copy “public records”.

Documents and other various types of information regardless of physical form **may** be deemed as “public records” and therefore open to public review or inspection.

Not all records or information is available to the public and may be categorized as “confidential” by specific exemptions within the *SC Freedom of Information Act* or by other existing laws or statutes.

Information not subject to disclosure because of statute **will not** be released pursuant to a request submitted under the *SC Freedom of Information Act*. Records with any redacted information will be made available according to the provisions outlined within the FOIA Act.

Requests for information filed under a FOIA request will only be released to the person submitting the original request or to their legal counsel.

Fee Schedule

Under SC Code of Law (**Section 30-4-30(B)**), a public body may establish and collect reasonable fees for *Freedom of Information Act* requests not to exceed the actual cost of the search, retrieval and redaction of records.

As permitted by law, the Pickens County Sheriff’s Office has established the following fee schedule for the search and production of records in response to requests for information submitted under the *SC Freedom of Information Act*:

- \$15.00 per hour for search, retrieval and processing of records (calculated to the nearest half hour)
- \$.25 cents per page for paper copies of documents
- \$ 5.00 per disk for CD/DVD’s utilized for digital copies or large volumes of information
- Actual costs that may be associated with postage/shipping

Special Note:

As permitted by law, a deposit not to exceed twenty-five percent of the total reasonably estimated cost for reproduction of the records may be required prior to the searching for or making copies of records. **(Section 30-4-30(B))**

A public body **is not required** to create an electronic version of a public record when one does not exist in order to fulfill a records request. **(Section 30-4-30(A)(2))**

Payment:

Should a request for information require an initial deposit or final payment for the production of records, fee payment will only be accepted in one of the following formats:

- Cash (Receipt will be provided)
- Money Order
- Certified Check