

CITY OF LAKE CITY, SOUTH CAROLINA

POLICY REGARDING REQUESTS FOR PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION ACT

Policy Statement: It shall be the policy of the City of Lake City, South Carolina (the "*City*") to comply with both the letter and the spirit of the Freedom of information Act ("*FOIA*"), as codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended, in regards to the processing of requests for access to public records. This Policy is applicable to all departments under the supervision of the City Administrator, and to any board or commission whose members are appointed by the City Council of the City of Lake City, the governing body of the City (the "*Council*").

Making a FOIA Request: All requests for public documents pursuant to FOIA, except for those described below, must be made *in writing* and submitted either: in person at the Lake City Administration Building, 202 Kelley Street, Lake City, SC 29560; by mail to City of Lake City, Attn: City Administrator, P.O. Box 1329, Lake City, SC 29560; or by email to administration@cityoflakecity.org. Ideally, requests shall be made using the Freedom of Information Act Request Form (the "*Request Form*") provided by the City and made available to the public, a copy of which is attached hereto. Requests made by letter or in some other written form shall contain substantially the same information provided for on the Request Form. When requests are submitted by fax the requesting individual will be instructed to submit the request using one of the approved methods set forth in this Policy. In order to ensure the most accurate and prompt response, requests should be as detailed, specific, and descriptive as possible. With the exception of the records detailed below, a minimum charge of \$5.00 is applied to all FOIA requests to compensate the City for the cost of the staff time and materials necessary to respond to even the most minimal request.

Requests to inspect the following public records need not be in writing, provided the requestor appears at the appropriate City office in-person and within normal City business hours:

1. Minutes of all public meetings of the City for the preceding (6) six months;
2. Reports from the preceding fourteen (14) days which disclose the nature, substance, and location of any crime or alleged crime reported as having been committed (with the exception of records regarding juveniles); and
3. Documents identifying persons confined in any jail, detention center, or prison for the preceding (3) three months (with the exception of records regarding juveniles); and
4. Documents produced by the City or its agent that were distributed to or reviewed by a member of the public body during a public meeting for the preceding (6) six months.

Processing FOIA Requests: The City Administrator is designated as the staff member to be responsible for and familiar with any FOIA request. Where any City employee or Council member receives any written request for public records, the request should be stamped with the date of receipt and immediately delivered to the City Administrator. Routine FOIA requests may be handled directly by the City Administrator. The City Administrator is authorized to and shall consult with the City Attorney on non-routine FOIA requests and on any questions of law involving FOIA. Where an exemption, restriction or limitation to FOIA possibly exists, the City Administrator should consult with the City Attorney to

determine if an exemption, restriction or limitation applies and whether the City should decline to disclose the records based upon the exemption, restriction or limitation. However, the presumption in evaluating FOIA requests should be in favor of disclosing the requested records.

Initial Response Deadlines: The City Administrator must respond to all FOIA requests within the time frames outlined below:

• Documents less than 24 months old)	10 business days
• Documents more than 24 months old)	20 business days

It shall be the policy of the City to respond to FOIA requests as quickly as possible. Where possible, the response to the request should include the requested records. Otherwise, the response should either inform the requestor that the requested records will be made available, along with the means of obtaining them and any additional costs that will be charged for making the records available, or it should inform the requestor that the requested records fall under an exemption to FOIA and will not be disclosed. The initial response shall constitute the final determination of the City as to whether records are available and subject in whole to an exemption under FOIA, but will not constitute a final opinion as to whether portions of the requested documents are subject to redaction under a FOIA exemption.

Production Deadlines: For all granted requests, the City shall furnish the records within the time frames outlined below, as measured from the date of initial response or, where applicable, the payment of a deposit.

• Documents less than 24 months old)	30 calendar days
• Documents more than 24 months old)	35 calendar days

The response and production deadlines may be extended by written mutual consent, and the requesting party may not unreasonably withhold such consent. The City shall not create new records, nor summarize existing records. Requested records shall be released in the format most convenient to the City. The City may, in its discretion, create electronic records where they do not otherwise exist.

Records Exempt From Disclosure: The City adopts as a part of this Policy any and all exemptions, restrictions or limitations contained within FOIA, as FOIA may be amended from time to time, along with any other exemptions, restrictions or limitations that may be provided for now or in the future under South Carolina or federal law. As previously stated herein, the City Administrator shall consult with the City Attorney to determine whether an exemption, restriction or limitation to the disclosure requirements of FOIA applies. Where an exemption, restriction or limitation applies, the City Administrator, based upon consultation with the City Attorney, should decide whether to deny disclosure based upon the application of the available exemption, restriction or limitation. Where records contain certain information exempt from disclosure but which otherwise fall outside of an exemption, restriction or limitation, the exempted information shall be redacted and requested records shall otherwise be disclosed. The City may request for a hearing before the Circuit Court of Florence County to seek relief from unduly burdensome, overly broad, vague, repetitive, or otherwise improper requests, or where it receives a

request but is unable to make a good faith determination as to whether the information is exempt from disclosure.

Failure to Comply: In addition to penalties available under FOIA, willful disregard of, or violation of, this Policy by any employee or other person who is subject to it, may constitute insubordination and be grounds for disciplinary action up to and including termination of employment.

Costs for Processing FOIA Requests: The Council, pursuant to Section 30-4-30 of FOIA, has established the fee schedule below, which has been made available as part of the City's schedule of fees and charges published online as an appendix to the City's Code of Ordinances. The charges set forth therein are no greater than, and in some instances may be less than, the actual cost to the City of searching for and making copies of requested public records. In general, costs for staff time necessary to respond to a FOIA request shall not exceed the prorated hourly salary of the lowest cost employee of the City who, in the opinion of the City Administrator, has the training necessary to fulfill the request. Costs shall not be charged for time spent examining records to determine whether they may be disclosed. Charges for copies of records will not exceed the standard commercial rate. Additionally, copy charges do not apply to electronic copies; however, the City may charge a fee for cost of staff time to transfer the document to electronic format and the actual cost to the City for electronic media. Where it is anticipated that the staff time necessary to comply with a request may exceed five hours, the requestor may be required to pay a deposit of one quarter of the estimated costs of complying with the request before staff will begin searching for or making copies of the requested records. Requesting party shall pay the full amount due prior to delivery of records.

Prohibition on Commercial Solicitation Use: Knowingly obtaining or using personal information obtained from the City for commercial solicitation is strictly prohibited. The measure employed by the City to ensure that no record is used for commercial solicitation purposes shall be to deny requests for records under FOIA where the only reasonably perceptible use for the requested records by the requesting party is commercial solicitation. Upon denial of a request by the City, the requesting party is to be notified that it has the burden to demonstrate a purpose for which the requested records may be used that is not commercial solicitation. All responsive communications provided by the City shall include a Certification of FOIA Fulfillment (*"Certification"*), a copy of which is attached hereto. The Cover Page will be signed by the City staff person charged with providing requested records and will include the following statement:

Pursuant to § 30-2-50 of the Code of Laws of South Carolina, you are prohibited from knowingly using public records obtained from the City of Lake City for commercial solicitation. Violation of this law is punishable by law as a misdemeanor, resulting in up to a year in prison or a fine not to exceed \$500.

Fee Schedule for Staff Time and Copies

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$5.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.30 per copy
Charge for staff time to search, retrieve, or redact records	\$25.00 per hour, per employee
Charge for other media used to provide records	Actual cost of media to City
Deposit for anticipated or apparent staff time exceeding 5 hours	¼ of estimated costs

City of Lake City, South Carolina
202 Kelley Street, Lake City, SC 29560
Phone: (843) 374-5421

FREEDOM OF INFORMATION ACT REQUEST FORM

The City of Lake City, South Carolina (the "City") has adopted its "Policy Regarding Requests for Public Records Under the Freedom of Information Act" (the "Policy"). Pursuant to the Policy, requests for information made under the Freedom of Information Act, now codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina, 1976, as amended (the "FOIA") shall be made using this form. This form must be signed and submitted either: in person at the Lake City Administration Building, 202 Kelley Street, Lake City, SC 29560; by mail to City of Lake City, Attn: Assistant City Administrator, P.O. Box 1329, Lake City, SC 29560; or by email to administration@cityoflakecity.org. *A minimum fee of \$5.00 for staff time required to respond to the request must be included.* Additional fees may also be required. No faxed requests will be accepted.

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

I, the undersigned, agree to pay the charges set by the fee schedule below for the services and copies I have requested.

SIGNATURE: _____

INFORMATION REQUESTED (please be as specific as possible and attach additional pages if needed): _____

Section 30-4-30(b) of FOIA, authorizes the City, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the City has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. *A minimum fee of \$5.00 for all FOIA requests must be submitted along with this form.* An additional deposit is required for requests that are anticipated to require greater than (5) five hours of staff time.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM THE CITY OF LAKE CITY FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500.

Fee Schedule for Staff Time and Copies

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$5.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.30 per copy
Charge for staff time to search, retrieve, or redact records	\$25.00 per hour, per employee
Charge for other media used to provide records	Actual cost of media to City
Deposit for anticipated or apparent staff time exceeding 5 hours	1/4 of estimated costs

FOR CITY USE ONLY

DEPARTMENT SUBJECT TO REQUEST: _____ RECEIVED BY: _____
REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____
DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____
DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____