

**Freedom of Information Act Policy
Town of Batesburg-Leesville, SC**

The purpose of this policy is to set forth the procedures to be followed in responding to persons seeking access to public records, which are subject to the disclosure requirements.

Rules and Procedures:

All FOIA request shall be hand written and either be hand delivered or sent by first class mail addressed to the Town Clerk or his/her designee. No electronic mail or facsimiles shall be accepted. Requests which are estimated to require two or more hours of staff time for research shall be accompanied by a deposit of \$30.00, in the form of cash, cashier's check or money order to defray costs in the event the person making the request fails to pay for copies and prorated wages of the staff collecting and copying the documents. Any balance remaining after copy and staff wage costs are assessed shall be refunded. If the total cost exceeds the \$30.00 deposit, no documents shall be released until such time as the difference is remitted. All minor requests which are estimated to take less than two hours of staff time shall not be required to be accompanied by a deposit, and shall be charged based on the fee schedule herein. No FOIA request shall be honored for any person who has failed to reimburse the town for the costs associated with prior FOIA requests until such time as they remit the amount that is in arrears.

The Town Clerk or his/her designee shall, within fifteen days of receipt of the written request, notify the person making such request of his determination of the availability of the specific record(s). Such determination shall constitute the final opinion of the town as to the public availability of the requested public record(s) or document(s).

If the requested public records or documents are available and are not exempt from disclosure the fee charged for assembling and copying the records shall be as follows:

1. Copies - \$0.25 per letter size copy, \$0.50 per legal copy, and \$0.75 per ledger size copy. Oversized copies shall be charged at the outsourced cost, including the prorated hourly wage of the staff calculated at half-hour increments, and mileage to and from the copying center. Copies of tapes, CD's, DVD's, or other electronic, optical, or magnetic media shall be charged at the cost of the media

and the prorated hourly wage of the staff making the copy, calculated at half-hour increments.

- 2. Research – the cost for researching and recovering records for copying shall be charged at the prorated hourly wage of the staff conducting the research calculated at half-hour increments.**
- 3. Review – the cost for making records available for review shall be the prorated hourly rate of the staff in attendance during the review and the staff time devoted for researching and recovering those records for review calculated at half-hour increments.**

**Town of Batesburg-Leesville
Town Clerk
244 West Columbia Avenue
Batesburg-Leesville, SC 29006**

_____, 20____

Dear Town Clerk,

This letter is a request for access to public records listed below pursuant to the SC Freedom of Information Act. I would like to review these documents at your earliest convenience. I can be reached at (____) _____-_____. The specific documents I would like to review are as follows:

I understand that there will be an hourly charge for the time staff spends making these documents available for review, and that there will be a charge for each copy made as detailed in the Town's FOIA Policy. I also understand that I will be given an estimate of the cost prior to the request being granted, and that staff has 15 working days from the date of receipt of the request to determine if the documents exist and are available for review.

Sincerely,
