



*Town of*

# Sullivan's Island, SC

2056 Middle Street  
Sullivan's Island, SC 29482

Phone: 843.883.3198  
Fax: 843.883.3009

[sullivansisland.sc.gov](http://sullivansisland.sc.gov)

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## **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 South Carolina Freedom of Information Act, the Town of Sullivan's Island ("Town") 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:

Town of Sullivan's Island  
ATTN: Bridget Welch, Town Clerk  
Post Office Box 427  
Sullivan's Island, SC 29482  
Email [bwelch@sullivansisland.sc.gov](mailto:bwelch@sullivansisland.sc.gov)

Town FOIA Application & Information is available online at <https://sullivansisland.sc.gov/government/freedom-information-act-request>

Upon receipt of a written request for records under FOIA, the Town will determine if the record(s) are available. The Town will notify the requestor of this determination in writing within ten (10) business days for records less than twenty-four (24) months old, or within twenty (20) business days for records more than twenty-four (24) months old. If the records are less than twenty-four (24) months old, the Town shall produce or make available for inspection the records within thirty (30) calendar days from the date the Town responds that the request will be fulfilled. If the records are older than twenty-four (24) months, the Town shall produce or make available for inspection the records within thirty-five (35) calendar days from the date the Town responds that the request will be fulfilled. (S.C. Code §30-4-30(C))

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 \$100.00 or higher. Deposits will be twenty-five (25%) percent of the reasonably anticipated costs.

If the Town requires a deposit prior to searching for or making copies of the records, then the records will be furnished upon receipt of deposit following guidelines provided under S.C. Code §30-4-30(B) and(C). If the records are less than twenty-four (24) months old, the Town shall produce or make available for inspection the records within thirty (30) calendar days from the date the Town responds that the request will be fulfilled and Town receipt of required deposit. If the records are older than twenty-four (24) months, the Town shall produce or make available for inspection the records within thirty-five (35) calendar days from the date the Town responds that the request will be fulfilled and Town receipt of required deposit within thirty (30) calendar days of when the deposit is received for records less than 24 months old. If the records are more than 24 months old, the records will be furnished within thirty-five (35) calendar days of when the deposit is received.

**RESOURCES:**

For the newest updates and guidelines regarding FOIA, please review

<http://www.masc.sc/SiteCollectionDocuments/Administration/Summary%20Changes%20to%20FOIA%20Under%20H3352.pdf>

For South Carolina Code of Laws Title 30, Chapter 4, Freedom of Information Act, please review

<https://www.scstatehouse.gov/code/t30c004.php>

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		\$18.00/hour*	
Postage/Shipping	Fed Ex/UPS/USPS		
Copies	Number of 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, Flash drive, CD's, DVD's or other electronic, optical or magnetic media		Cost of media + 18.00/hour	
TOTAL COST			

\*Except as provided for by S.C. Code §30-4-30 (B).



# Town of Sullivan's Island

Sullivan's Island, South Carolina

## FREEDOM OF INFORMATION ACT REQUEST

Sullivan's Island Town Hall  
2056 Middle Street (physical)

Phone: (843) 883-3198  
Mailing address: P.O. Box 427, Sullivan's Island, SC 29482

FAX: (843) 883-3009

Direct FOIA application to Bridget Welch, Town Clerk by mail, hand delivery or email. Bridget Welch is available by phone at (843) 883-5730 or email at [bwelch@sullivansisland.sc.gov](mailto:bwelch@sullivansisland.sc.gov)

More information regarding Town's FOIA application process and fees is available online at <https://sullivansisland.sc.gov/government/freedom-information-act-request>.

Date of Request: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Person or Entity Represented:**

**Description of Document Requested (be as specific as possible; include attachments if needed):**

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

**Request Documents for:**

Inspection \_\_\_\_\_ Copies \_\_\_\_\_ Digital Copies (On recordable disk) \_\_\_\_\_

**Purpose of Request:**

\_\_\_\_\_ Research Personal Information  
 \_\_\_\_\_ Commercial Use  
 \_\_\_\_\_ Other: (Please specify) \_\_\_\_\_

**Signature of Requesting Party:**

In accordance with FOIA S.C. Code §30-4-30, Town staff will respond to your request with a determination if records are available. This response will be provided to you within ten (10) business days for records less than 24 months old, or within twenty (20) business days for records over 24 months old. There may be a deposit required for reasonably anticipated costs to produce records in excess of \$100.00. If deposit is required, records will be compiled and produced after Town receipt of deposit. Timeline to compile and produce records is within thirty (30) calendar days from when the Town

responds the request will be fulfilled (for records less than 24 months old), or, within thirty (35) days for records 24 months or older. For full Town information and fees go to <https://sullivansisland.sc.gov/government/freedom-information-act-request>

**FOR OFFICE USE ONLY**

Received On: \_\_\_\_\_

Deadline Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Town File Number:**

Delivered to requestor by regular mail/email on \_\_\_\_\_  
 or, in person on \_\_\_\_\_ or, notified requestor for an  
 extension on \_\_\_\_\_ or, a denial on \_\_\_\_\_.

**Request fulfilled**

By: \_\_\_\_\_ Date \_\_\_\_\_