



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

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

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		\$25.00/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 + \$25.00/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/ PO Box 427

Phone: (843) 883-3198

Fax: (843) 883-3009
Sullivan's Island, SC 29482

Direct FOIA applications to Bridget Welch, Town Clerk, by mail, hand, or email.
Please contact her at (843) 883-5730 or bwelch@sullivanisland.sc.gov with questions.

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

Name: _____ Date of Request: _____

Address: _____

Phone: _____ Email: _____

Person or Entity Represented: _____

Description of Document Requested (please 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://sullivanisland.sc.gov/government/freedom-information-act-request>

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: _____

Received On: _____

Deadline: _____

Received By: _____