



**TOWN OF WILLISTON, SOUTH CAROLINA  
FREEDOM OF INFORMATION REQUEST FORM**

NAME \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

STREET ADD: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADD: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE# \_\_\_\_\_ FAX #: \_\_\_\_\_

A. INFORMATION SOUGHT/REQUESTED: \_\_\_\_\_

**IMPORTANT:** Section 30-4-50(b) S.C. Code of Laws provides that information obtained from public records is prohibited from being used for commercial solicitation purposes. By signing this request form you agree to comply fully with the S.C. Codes of Laws.

B. SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

DATE RECEIVED \_\_\_\_\_ BY \_\_\_\_\_ DEPT. \_\_\_\_\_

DATE RESPONSE DUE \_\_\_\_\_ (10 WORKING DAYS FROM SUBMISSION)

**DETERMINATION:** (DOES REQUEST CLASSIFY AS PUBLIC INFORMATION.)

YES \_\_\_\_\_ NO \_\_\_\_\_ PER CODE SECTION 30-4-30

SIGNATURE OF ADMINISTRATIVE STAFF \_\_\_\_\_

**CHARGES:**

SEARCH/PREP @ WAGE AS SHOWN ON PAGE 2 \_\_\_\_\_

MAIL @ POSTAGE RATE \_\_\_\_\_

PRE-PRINTED/COPY/FAX @.25 PER PAGE \_\_\_\_\_

REPRODUCTIONS @COST \_\_\_\_\_

TOTAL \_\_\_\_\_

PAID \_\_\_\_\_ DATE \_\_\_\_\_

DATE REQUEST ANSWERED: \_\_\_\_\_ BY: \_\_\_\_\_

**Please sign and return to: Town of Williston, Attn: FOIA ADM OFF, PO Box 414, Williston, SC 29853 or fax to 803/266-4644. For more information call 803/266-7015.**

## TOWN OF WILLISTON

### FREEDOM OF INFORMATION ACT POLICY

#### **Processing FOIA Requests and Standard Fees and Charges For Compliance with Freedom of Information Requests (Updated from H3352)**

**Policy Statement:** The Town of Williston recognizes the South Carolina General Assembly enacted the South Carolina Freedom of Information Act (South Carolina Code § 30-4-40) designed to give every citizen the right to attend government meetings and the right to obtain official documents and records. The Town wishes to standardize the procedures of processing FOIA requests and to establish reasonable fees and rates for such requests. By standardizing the FOIA request process and formulating fees, the Town will ensure compliance with the FOIA.

**FOIA Requests:** All requests for information pursuant to the FOIA must be made in writing and may be submitted in person or by mail, email or fax. In order to ensure a more accurate response, all requests should be as specific and descriptive as possible. The Town must respond in a timely manner with ten (10) working days as specified in the FOIA law, based on H3352 (excluding Saturdays, Sundays and legal public holidays). If records requested are more than 24 more months old, the deadline is 20 business days. The Town of Williston is required by law to produce records within 30 calendar days from the date it initially responds that the request will be fulfilled.

The Administration Department is responsible for maintaining all files and records pertaining to FOIA requests as well as ensuring compliance. Therefore, all written FOIA requests submitted to other Town departments should immediately be stamped with a date of receipt and then forwarded to the FOIA designee in the Administration Department.

It should be noted that not all requests for public documents should be construed as an FOIA request. A written request is neither needed nor should it be requested for the following: (10 day rule does not apply)

1. Minutes of the meeting of a public body, or such records that have been reviewed by members of a public body during a public meeting within the last six months (such as the Planning Commission, Town Council division committees, etc.) for the preceding six (6) months.
2. Law enforcement records for the last fourteen (14) days (except juvenile records, which are exempt).
3. Documents identifying people in prison for the past three (3) months (except juvenile records, which are exempt).
4. Any data subject to FOIA that is readily available and easily dispersed in situations where a delay would be less efficient.

**CERTAIN INFORMATION ON THESE (AND OTHER) DOCUMENTS MAY BE  
EXEMPT FROM DISCLOSURE. THAT INFORMATION MAY BE REDACTED FROM  
THE REPORT BEFORE BEING RELEASED. QUESTIONS ON WHAT  
INFORMATION IS EXEMPT SHOULD BE DIRECTED TO THE ADMINISTRATION  
DEPARTMENT.**

**Fees:** Town Council, as the governing body of the Town of Williston, is authorized by the South Carolina Freedom of Information Act (South Carolina Code §30-4-30) to establish and collect reasonable fees and rates not to exceed the actual cost of searching for or making copies of records. The Town may charge a minimum fee of \$2.00 for compliance with any FOIA request. Additionally, the Town may charge twenty-five (\$0.25) cents per copied page for FOIA requests, if the copies exceed fifteen (15) pages and/or if the information is not readily accessible. In addition, the Town may charge fourteen and a half (\$14.50) dollars per hour for staff time in cases where more than one hour is required to research, copy, and/or assemble requested documents. Fees cannot be charged to examine records in order to determine if the records can be provided. If it becomes apparent that a request will require more than five (5) hours of staff time to effect compliance with the request, the Town shall require a deposit of the estimated costs to effect compliance before any search and compilation of documents will be performed. The Administrator or the designated FOIA staff member in the Administration Department may provide the documents free of charge if it is determined that the information is "primarily benefiting the public".

S.C. law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. The Town of Williston may verify the use of information by certain entities if solicitation is questioned.

**Fee/Rate Summary**

1.	A minimum charge shall be paid for all requests, unless waved.	\$2.00
2.	Requestors shall pay for copies exceeding fifteen (15) pages	\$0.25 per copy
3.	Requestors shall pay for staff search, copy, redact time at a gross hourly rate.	\$14.50 per hour
4.	Anticipated or apparent staff search time exceeding five (5) hours shall require a deposit.	\$1/4 of estimated costs
5.	Waiver of fees or charges may be waived in whole or part at the discretion of the Town Administrator	