

**CITY OF BARNWELL, 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: \_\_\_\_\_

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

B. SIGNATURE \_\_\_\_\_

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**OFFICE USE ONLY:**

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

DATE RESPONSE DUE \_\_\_\_\_ (15 WORKING DAYS FROM SUBMISSION)

SENT TO DEPT \_\_\_\_\_ ON \_\_\_/\_\_\_/\_\_\_ DUE BACK TO ADMIN \_\_\_/\_\_\_/\_\_\_

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

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

SIGNATURE OF CITY OFFICIAL \_\_\_\_\_

**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: City of Barnwell, Attn: Administration, PO Box 776, Barnwell, SC 29812 or fax to 803/259-7959. For more information call 803/259-3266.**

# CITY OF BARNWELL

## FREEDOM OF INFORMATION ACT POLICY (Adopted by Council January 7, 2013)

### Processing FOIA Requests and Standard Fees and Charges For Compliance with Freedom of Information Requests

**Policy Statement:** The City of Barnwell recognizes the South Carolina General Assembly enacted the South Carolina Freedom of Information Act (South Carolina Code § 30-4-10) designed to give every citizen the right to attend government meetings and the right to obtain official documents and records. The City 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 City 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 City must respond in a timely manner with fifteen (15) working days as specified in the FOIA law. (excluding Saturdays, Sundays and legal public holidays)

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 City 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: (15 day rule does not apply)

1. Minutes of the meeting of a public body (such as the Planning Commission, City 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, i.e., copy of ordinances, resolutions, established policies, procedures, etc.

**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:** City Council, as the governing body of the City of Barnwell, 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 City may charge a minimum fee of \$3.00 for compliance with any FOIA request. Additionally, the City 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 City may charge twenty (\$20.00) 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 City 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".

**Fee/Rate Summary**

1.	A minimum charge shall be paid for all requests.	\$3.00
2.	Requestors shall pay for copies exceeding fifteen (15) pages	\$0.25 per copy
3.	Requestors shall pay for staff search time at a gross hourly rate.	\$20.00 per hour
4.	Anticipated or apparent staff search time exceeding five (5) hours shall require a deposit.	\$1/2 of estimated costs
5.	Waiver of fees or charges may be waived in whole or part at the discretion of the City Administrator	