

**Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500 telephone
(803)955-0605 facsimile**



Freedom of Information Act Request (FOIA) Policy

The Town of Pine Ridge recognizes that the South Carolina Freedom of Information Act (SC Code 30-4-10) enacted by the South Carolina General Assembly gives every citizen the right to access government meetings, documents and records. As such, many public documents are housed on the Town's website – www.townofpineridgesc.com. By standardizing the Town of Pine Ridge's procedures for processing FOIA requests and establishing reasonable fees for such requests, the Town will ensure its compliance with FOIA and provide greater transparency of Town operations and policies.

All requests for information pursuant to the South Carolina Freedom of Information Act (FOIA) must be made in writing and submitted in person or by mail, email or fax to the Town of Pine Ridge. In addition, a copy of the driver's license for the person requesting information is required. In order to assist citizens making FOIA requests, the Town of Pine Ridge has developed a FOIA Request Form which is intended to ease the process for citizens when making their written FOIA requests and is not a requirement by the Town to process any written requests it receives.

In accordance with recent updates to the state's FOIA legislation, the Town of Pine Ridge must respond to a written request within ten (10) business days (excluding Saturday, Sundays and legal public holidays) for records less than 24 months old. For records older than 24 months, the deadline for a response from the Town is 20 days. Then upon receiving notification from the Town about receipt of the FOIA request, the Town has 30 calendar days to fulfill the request if the records are less than 24 months old. If the records are older than 24 months, the Town has 35 calendar days to complete the request. If a deposit is required, which will not exceed 25% of the reasonably anticipated cost for reproduction of the records, the Town must produce the records within 30 days/35 days of receiving the deposit.

A written FOIA request is not required to obtain the following (SC Code 30-4-30(d)):

- Minutes of meetings for the preceding six-month period
- Any documents provided to a public body, as part of a public meeting for the preceding six-month period
- All reports identified in SC Code 30-4-50(A)(8) for at least the fourteen-day period before the current day "which disclose the nature, substance, and location of any crime or alleged crime reported as having been committed. Where the report contains information exempt as otherwise provided by law, the law enforcement agency may delete that information from the report"
- Documents identifying persons confined for the three months prior to the current date (excluding restricted juvenile records)

The requests for the aforementioned information may be made in person during normal business hours in accordance with SC Code 30-4-30(a) and (d) of the Act. Copies of any such documents that are requested shall be charged based on the fee schedule contained herein.

Matters exempt from disclosure are located in SC Code 30-4-40.

Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, SC 29172
(803)755-2500 telephone
(803)955-0605 facsimile



Freedom of Information Act Fee Schedule

Section I - Miscellaneous Fees			
Item/Description	Basis	Fee	Reference
Mailing Fee	Per occurrence - 10 pages or less	0.40 (in addition to copy & postage fee)	Ordinance 2019-30
Mailing Fee	Per occurrence - 10 pages or more	0.40 for each 10 pages over the first 10 pages	Ordinance 2019-30
Fax Services	Per occurrence - up to 20 pages	7.00	Ordinance 2019-30
Certified Copies	Per Page	1.00 (in addition to copy fee)	Ordinance 2019-30
Black & White Copies - Letter size	Per Copy	0.25	Ordinance 2019-30
Black & White Copies - Legal size	Per Copy	0.40	Ordinance 2019-30
FOIA-Black & White Copies	Per Copy	0.25	Ordinance 2019-30
FOIA- CD Copy	Per Disc	10.00	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per Hour	20.00	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per 1/2 Hour Minimum	10.00	Ordinance 2019-30
FOIA-Audio transcript of Council/Planning/BZA meeting	Per Copy	\$10.00 plus actual cost	Ordinance 2019-30
Section II - Police Department Fees			
Item/Description	Basis	Fee	Reference
Credit Card Chargeback Fee	Per occurrence	30.00	Ordinance 2019-30
Mailing Fee	Per occurrence - 10 pages or less	0.40 (in addition to copy & postage fee)	Ordinance 2019-30
Mailing Fee	Per occurrence - 10 pages or more	0.40 for each 10 pages over the first 10 pages	Ordinance 2019-30
Fax Services	Per occurrence - up to 20 pages	7.00	Ordinance 2019-30
Certified Copies	Per Page	1.00 (in addition to copy fee)	Ordinance 2019-30
Black & White Copies - Letter size	Per Copy	0.25	Ordinance 2019-30
Black & White Copies - Legal size	Per Copy	0.40	Ordinance 2019-30
Fingerprinting - Resident	Per Set	5.00	Ordinance 2019-30
Fingerprinting - In Town Businesses	Per Set	5.00	Ordinance 2019-30
FOIA-Police Report (No fee for victim)	Per Report up to 3 pages plus per page	\$5.00 + .25 cents per page above 3	Ordinance 2019-30
FOIA-Accident Report	Per Report up to 3 pages plus per page	SCDOT	Set by SCDOT
FOIA-Photographs, Audio or Video Recordings	Per Request plus actual cost	\$20.00 plus actual cost	Ordinance 2019-30
FOIA - Audio Transcripts	Per Disc	\$10.00 plus actual cost	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per Hour	17.30	Ordinance 2019-30
FOIA - Staff time for Research, Copies, Review*	Per 1/2 Hour Minimum	8.65	Ordinance 2019-30

*Staff time fees may be higher if the lowest paid employee is not qualified to complete the request.



FREEDOM OF INFORMATION REQUEST FORM

Name: _____ Telephone: _____

Address: _____ City, State, Zip: _____

Description of records requested:

Are you asking for these records for a commercial use/purpose? Yes No

Please indicate the format in which you would like the Town to respond. Please know that the Town may not be able to accommodate the requested format. Cost from Fee Schedule may be applied to any of these formats.

Inspection Only Hard Copy Email: _____

Fax: _____ Other Format: _____

By my signature, I hereby state that I have received information about the Town's FOIA Policy and Fee Schedule which outlines possible charges that I may incur as part of this request.

Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Due Date: _____ Response Date: _____

Department(s) Responsible for Responding: _____

Town Attorney Involvement: Yes No Staff time to process/research: _____

Notations: _____

Associated Fees: _____ Paid: Yes No

**Town of Pine Ridge
2757 Fish Hatchery Road
West Columbia, South Carolina 29172
Telephone (803)755-2500/Facsimile (803)955-0605**