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Applicability: DDSN Central Office, DDSN District Offices, DDSN Regional Offices and DDSN Regional Centers

PURPOSE and POLICY:

The SC Department of Disabilities and Special Needs (DDSN) follows the SC Freedom of Information Act (FOIA) Title 30, Chapter 4 to respond to requests received in writing. This directive outlines specifics related to Agency response to requests and includes a standardized fee schedule.

I. DDSN Response to FOIA Requests

A. All FOIA requests shall be submitted in writing to the DDSN Public Information Officer.

HOW TO SUBMIT A FOIA REQUEST

All FOIA requests must be in writing and can be submitted by email, fax, U.S. mail or hand delivered.

EMAIL

FOIA@ddsn.sc.gov

FAX

803-898-9656

MAIL

South Carolina Department of Disabilities and Special Needs
ATTN: Public Information Officer/FOIA Request
P.O. Box 4706
Columbia, SC 29240

HAND DELIVERY

3440 Harden Street Extension
Columbia, SC 29203
Attn: Public Information Officer/FOIA

- B. Fees will not be charged when the Agency determines that waiver of fees is in the public interest because furnishing the information can be considered as primarily benefitting the general public. S.C. Code Ann. § 30-4-30 (B).
- C. Fees will not be charged to members of the General Assembly when their requests relate to their legislative duties. S.C. Code Ann. § 30-4-30 (B).
- D. Fees will not be charged to Disabilities and Special Needs Boards, DDSN Qualified Providers, the South Carolina Human Service Providers Association or the South Carolina Disability Service Provider Coalition when that information requested is directly related to the scope of the providers' role in the service delivery system.
- E. Fees will not be charged to a DDSN client, the client's parent with legal custody, legal guardian, or spouse requesting that client's DDSN records. A request for records other than those of the client is subject to fees.


II. FOIA Request Fee Schedule

The following fee schedule will be applied to FOIA requests. These fees will not exceed the actual cost of compiling/searching for or making copies of records.

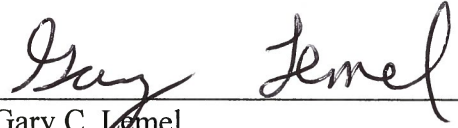
- a. Fees will be invoiced to the person making the FOIA request.

Search Fee	\$30.00/hour
Redaction Fee	\$30.00/hour
Copies	\$0.15/page - first 20 pages free
CD	\$5.00/disc

- b. There is no charge for copies transmitted in an electronic format consistent with S.C. Code Ann. § 30-4-30.
- c. Prior to beginning the searching for or gathering of the requested materials, DDSN shall require a 25% deposit of the reasonably anticipated cost for gathering and producing the requested documents.
- d. The full amount of the total cost must be paid at the time the requested information is produced, per S.C. Code Ann. § 30-4-30.



Barry D. Malphrus
Vice Chairman



Gary C. Lemel
Chairman