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Title of Document: Freedom of Information Act Requests

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

PURPOSE and POLICY:

The South Carolina Department of Disabilities and Special Needs (DDSN) follows the South Carolina Freedom of Information Act (FOIA) S.C. Code Ann. §30-4 (Supp. 2024) to respond to requests for information. This directive outlines specifics related to DDSN’s 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 General Counsel.

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 and HAND DELIVERY

South Carolina Department of Disabilities and Special Needs
ATTN: General Counsel/FOIA
3440 Harden Street Extension
Columbia, SC 29203

- B. Fees will not be charged when DDSN determines that waiver of fees is in the public interest. S.C. Code Ann. § 30-4-30 (B) (Supp. 2024).
- 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) (Supp. 2024).
- D. Fees will not be charged to a DDSN supported person, the person’s spouse, the person’s parent with legal custody, or the person’s legal guardian. A request for records other than those of the person is subject to fees.

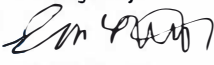
II. FOIA Request Fee Schedule

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	\$25.00/hour
Redaction Fee	\$25.00/hour
Copies	\$0.15/page - first 20 pages free
Hardware Fee	Actual cost – determined at time of request

- b. There is no charge for copies transmitted in an electronic format S.C. Code Ann. § 30-4-30 (Supp. 2024).
- 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 (Supp. 2024).
- e. All payments should be made by either check or money order and made out to the “South Carolina Department of Disabilities and Special Needs.” Payments may be dropped off or mailed to the address provided above, with the designation that the payment is made to the care of the General Counsel.

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Eddie L. Miller
Chairman



Michelle Woodhead
Vice Chairman