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

PURPOSE:

This directive establishes procedures and fees for handling all requests for information under the Freedom of Information Act (FOIA).

I. Procedures for Handling FOIA Requests

- a. All requests should be made through the DDSN FOIA Contact Person. In accordance with the Freedom of Information Act, requests must be made in writing stating or listing the specific information being requested. If a person tells an employee that he/she wishes to make a FOIA request, advise the person to put the request in writing.
- b. Requests will be dated when received to assure compliance with the 10 business day provision of the Freedom of Information Act in which to respond to the request. If the record is more than 24 months old at the time of the request, then a 20 business day timeframe applies for response. The timeframes may be extended by written mutual consent.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500
Whitten Center - Phone: 864/833-2733

9995 Miles Jamison Road
Summerville, SC 29485
Phone: 843/832-5576

DISTRICT II

Coastal Center - Phone: 843/873-5750
Pee Dee Center - Phone: 843/664-2600
Saleeby Center - Phone: 843/332-4104

c. **Notification to be included in all responses for information:**

“A person or private entity shall not knowingly obtain or use personal information obtained from a state agency, a local government, or other political subdivision of the State for commercial solicitation directed to any person in this state.”

- d. The DDSN FOIA Contact Person will notify and work with appropriate staff to compile the necessary information according to the request.
- e. The response will then be prepared by the DDSN FOIA Contact Person and reviewed by General Counsel, the State Director or other staff as appropriate.
- f. After all internal reviews, the response will be sent to the person making the request.

II. Fees for Handling FOIA Requests

Fee Schedule

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

- a. The first 50 pages are free.
- b. There is a charge of \$0.15 for each page over 50 pages.
- c. The first hour of time spent researching or copying is free.
- d. There is a charge for each additional hour based on the salary of the employee required to complete the work.
- e. There is no charge for copies transmitted in an electronic format.
- f. A deposit of no more than 25% of the anticipated cost for gathering and reproducing may be requested.

Invoicing

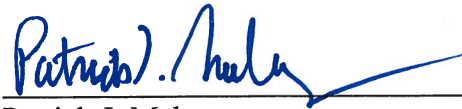
Fees will be invoiced to the person making the FOIA request.

- a. The requested information will not be released until payment in full has been received by DDSN.
- b. DDSN has 30 days from the date the deposit is received to produce the records. This is extended to 35 days for production of the records if the records requested are more than 24 months old.

- c. Fees will not be charged to the media to respond to a FOIA request unless the DDSN State Director determines that the cost to DDSN for copying, compilation and/or research is high.
- d. Fees will not be charged to members of the General Assembly when their requests relate to their legislative duties.
- 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.



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Patrick J. Maley
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(Approved)