

MCCORMICK COUNTY FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE

As a governmental entity, McCormick County complies with the South Carolina Freedom of Information Act (FOIA). McCormick County will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40 or any other State or Federal law.

Please note that McCormick County can only provide copies of records that are in its custody. Non-exempt records, if any, will be provided in their existing format unless agreed to otherwise. A FOIA request is a request for existing documents or records. Documents or records do not have to be created or provided in a particular format unless agreed to.

All Freedom of Information Act ("FOIA") requests for records in the custody of the McCormick County should be mailed or emailed to the following address:

McCormick County FOIA Request
610 South Mine Street
McCormick, SC 28835
info@mccormickcountysc.org

Upon receipt of a written FOIA request, McCormick County will determine if the records are available. The County will notify the customer of this determination within 10 business days for records less than two years old, or within 20 business days for records more than two years old.

If McCormick County determines that the requested records are available and not exempt from disclosure, the records will be furnished to the customer within 30 calendar days of the determination, or within 35 calendar days if the records are more than two years old. If the County requires a deposit before searching for or making copies of the records, then the records will be furnished within 30 calendar days of when the deposit is received. If the records are more than two years old, the records will be furnished within 35 calendar days of when the deposit is received. Documents may be redacted to remove personal identifying information and to comply with State and Federal privacy laws.

Fee Schedule

According to S.C. Code of Laws §30-4-30(B), the fulfillment of FOIA requests is subject to fees for search, retrieval, and redaction of records, as well as fees for providing copies of documents.

- Fees for **search, retrieval, and redaction of records** will not exceed the prorated hourly salary of the lowest-paid staff member who has the necessary skills and training to fulfill the request.

- The current rate for **copies of records** is \$0.25 per page. If an electronic version of a record is available, and the customer elects to receive the record electronically, then there will be no charge for copies. Please note that if the requested records are not in an electronic format, and our office agrees to transfer the documents to an electronic format, then there will be a charge for the staff time required to transfer the documents to an electronic format.
- McCormick County may require a deposit not to exceed 25% of the total anticipated cost for furnishing records before searching for and/or copying records according to a FOIA request.

If you have any questions about submitting a FOIA request to McCormick County please call 864-852-2231 and ask for Crystal B. Barnes, CCC, Assistant to Administrator/Clerk to Council.

NOTE: Section 30-2-50 of the Code of Laws of the State of South Carolina provides that no person or private entity shall knowingly obtain or use any personal information obtained from a public body for any commercial solicitation directed to a person in this State. McCormick County, as a public entity, gives notice to you, as a requestor of records from this entity, that obtaining or using these public records for commercial solicitation is prohibited. Please see S.C. Code of Laws Section 30-2-10, et. seq. for full text of Family Privacy Protection Act.