

FOIA REQUESTS & POLICIES

SCAC Survey: April 2008

County	What department(s) or position(s) are assigned to review and/or process your Freedom of Information Act requests?	Does legal counsel review and/or assist with FOIA requests?	Does your County maintain a record of the costs incurred in responding to and processing FOIA requests?	Is there charge for FOIA responses?
Abbeville County	County Council	Yes	Yes	Yes
Allendale	Administration	Yes	Yes	Yes
Anderson	Each department handles their own FOIA's, although there is a staff person who coordinates the County Administrator's FOIA's. For example, the Sheriff handles his FOIA's, the Coroner handles his, Emergency 911 handles theirs, etc.	Yes	Yes	Yes
Beaufort	All requests are reviewed by our Public Information Office and forwarded to the appropriate party for a response and then sent back through the Public Information Office.	If it involves a lawsuit	Yes, we do if the response is extensive and requires a lot of materials or copies.	Yes
Beaufort				Yes
Calhoun	Administrator	Yes	No	Yes
Charleston	Public Information Officer	Not all the time, but when appropriate.	We keep track in those instances where we are going to charge, but I don't think we've ever accumulated the total annual cost of all FOIA responses.	Yes
Cherokee	Administration	Yes	No	Yes
Darlington	Each department reviews and responds to FOIA requests relevant to their department.	When it concerns personnel or legal matters.	No	Yes

County	What department(s) or position(s) are assigned to review and/or process your Freedom of Information Act requests?	Does legal counsel review and/or assist with FOIA requests?	Does your County maintain a record of the costs incurred in responding to and processing FOIA requests?	Is there charge for FOIA responses?
Florence	County Administration/Clerk to Council Other dept's do some standardized requests, such as building inspection records, computerized listings, etc.	Only if necessary - not on routine matters	Yes, but only for unusual/lengthy requests, or requests involving research/composition	Yes
Georgetown	Coordination of responses is through the Administrator's Office. Individual departments prepare responses as required.	If necessary - not always.	No	Yes
Greenwood County	County Attorney	Yes	Costs of copies which are billed to requesting party.	Yes
Hampton	Administration and Finance/HR.	Not usually, it depends on the nature of the request	No. Most request are simple and take very little time. The few occasions were substantial time was needed records of the cost were maintained and billed to person making request.	No
Horry	Mainly Public Information and for some we have questions with, we ask the attorney's office to review.	Yes	We do charge for FOIA's and the money goes into the General Fund.	Yes
Jasper	CLERK TO COUNCIL	Yes	Yes	Yes
Lancaster County	Clerk to Council is the clearinghouse. If there is any question about whether or not to release the information, we check with the County Attorney.	Yes	Yes	Yes

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Lexington County	County Administrator for most requests.	Yes	We have not had many requests that had more than minor copy costs.	Yes
Marlboro County	Assigned to department head that has the information that is being requested.	Depends on what type of request	No, funds are deposited into County General Funds.	Yes
McCormick	Administration--Assigned to Asst. to Admin/Clerk to Council	If the issue is technical.	Yes	Yes
Oconee County	Council Clerk is designated for all departments to send FOIA requests. Individual departments then determine if the information exists and prepare the response. Council Clerk monitors the timelines only.	If it is not a routine request.	Yes	Yes
Richland	Richland County Ombudsman Legal Department Public Information	Yes	Yes	Yes
York County	County Manager	Yes	In the process of implementing a standardized county FOIA policy.	Yes

Response Rate:
22 Responses (47.8% of counties)

County	What is the data processing/research fee?	What is the fee for routine copies?	What are the fees for color copies, maps, unusual sizes, etc.	Has your county ever received a FOIA request for personnel file information/performance evaluations of County employees?
Abbeville County	Amount of preparers hourly wage	0.25/page	We do not do this	No
Allendale		0.25/page	n/a	No
Anderson	This is based upon the personnel involved in the searching and copying.	.25/copy.	Have not had a request of this nature, although we would likely charge twenty-five cents.	Yes, and the information was not released.
Beaufort	\$14 per hour	\$.20/copy	From \$5 to \$50 depending upon size and whether it is in color	Yes, and information was released with confidential information redacted.
Beaufort			\$1.00 per copy	Yes, and the information was not released.
Calhoun	Hourly Wage x hours. Some requests are referred to Contractors who charge a fee.	0.25/page	Actual Cost.	No
Charleston	\$50/hr programming; 10 cents/record; 25 cents/ page	.25/page	Microfilm: 25 cents/page (50 cents/page for RMC reader/copier pages); Blueprints: 50 cents to \$1/page; Video/Audio/Photographs: prevailing commercial rate plus staff time; Maps/Aerial Photos: \$3 to \$5 (we give volume discounts!); May be waived at the discretion of the County Administrator if in the County's best interest.	Yes, released redacted Exit Interview info, but not personnel file info or performance evaluations
Cherokee		\$1/page	n/a	No
Darlington	The employee's per hour salary	0.25/page. Normally no charge for readily available information (minutes, agendas, contact information, schedules, policies), especially for only a few pages.	Actual Cost for the county to have these items made.	Yes, and information was released, either in whole or in part, per the county attorney.

County	What is the data processing/research fee?	What is the fee for routine copies?	What are the fees for color copies, maps, unusual sizes, etc.	Has your county ever received a FOIA request for personnel file information/performance evaluations of County employees?
Florence	Varies based on report type. Actual cost is charged for research. Currently \$55 is the amount charged by contract DP firm	0.25/page if 10 or more pages.	Depends on cost. Printouts provided on green bar paper are charged at the rate of 8 cents per line. If employee time amounts to more than 1 hour, we charge for staff at a reasonable rate (not the rate of a department director/supervisor). There are fees associated with maps. These are considered to be sale/services, and an FOIA is unnecessary. If provided as part of an FOIA response, the charge remains the same. These are not "FOIA" fees, but simply a product	Yes, and information was released, either in whole or in part. Legal Counsel advised that in the case 2004-CP-10-4269 in the 9th Judicial Circuit, the precedent was set for interpretation of the state's FOIA laws such that the only information in personnel files which could be protected was under the "privacy exemption" of SC's FOIA was "personal information," such as a social security number, by redaction.
Georgetown				
Greenwood County	Actual cost of employee time	.25/page	Standard costs normally charged to public	Yes, and information was released, either in whole or in part.
Hampton				Yes, and information was released, either in whole or in part. Information was released as the FOIA Law allowed .
Horry	Staff time \$10/hr. and digital data request programming costs are \$130 w/2 hr. minimum and data is \$.10 a record	.15/page for normal size copies	*See appendix a	Yes, and information was released, either in whole or in part.
Jasper	HOURLY RATE OF PERSON DOING RESEARCH	.25 PER COPY		Yes, and information was released, either in whole or in part.
Lancaster County	Actual costs	If just a few pages - \$0. Otherwise, 0.25/page.	Actual costs	No

County	What is the data processing/research fee?	What is the fee for routine copies?	What are the fees for color copies, maps, unusual sizes, etc.	Has your county ever received a FOIA request for personnel file information/performance evaluations of County employees?
Lexington County	varies	.35/page	Varies. Sometimes there is no charge for information that is simple to retrieve. With the exception of the Sheriff's Department, FOIA requests have been historically infrequent.	Yes, and the information was not released.
Marlboro County	Based on employees hourly rate of salary - charge per hour. The employee keeps a record of time spent processing the FOIA request. Then the county charges for the time + .25 cents page of hardcopy.	.25 /sheet	Do not provide color copies or unusual sizes	No
McCormick	Hourly fee based on hourly rate of person responding to the FOIA	0.5	Information by fax 1.00 per page; computer programming fees and system data compilation time - \$50/hour with \$50 minimum.	Yes, and the information was not released.
Oconee County				
Richland	none	. 25 for first page and .10 thereafter	Standard	No
York County	varies	varies	Varies. County is assessing and standardizing its fees, and is looking at other counties to ensure the fees are comparable to peers.	No, not during the last 2 years of tenure for the current administrator.

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Appendix A

Horry County Fees

INSTRUMENT BOOK RECORDING NUMBER STATE STATUTE FEE CHARGE DEED DEED #001 8-21-310-(1) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES DEED PARTIAL RELEASE DEED #113 8-21-310-(3) \$6.00 PER RELEASE - 1 PAGE-\$1 EACH PAGE OVER 1 DISSOLUTION OF PARTNERSHIP DEED #073 8-21-310-(15) \$5.00 DOCUMENTARY STAMPS DEED #914 \$2.60 STATE - PER THOUSAND #915 \$1.10 COUNTY - PER THOUSAND \$3.70 TOTAL STAMPS PER THOUSAND EASEMENT DEED #062 8-21-310-(9) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES FAX MACHINE ORD:38-2003 \$2.00 FIRST PAGE - INCOMING OR OUT GOING \$1.00 EACH ADDITIONAL PAGE LEASE DEED #003 8-21-310-(4) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES LEASE AGREEMENT DEED #010 8-21-310-(4) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES MANUFACTURED HOME TITLE RETIREMENT DEED #048 8-21-310-(9) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES MANUFACTURED HOME LIEN AFFIDAVIT MORTGAGE #049 8-21-310-(6) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES MANUFACTURED HOME SEVERANCE AFFIDAVIT DEED #050 8-21-310-(6) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES MANUFACTURED HOME SATISFACTION AFFIDAVIT MORTGAGE #051 8-21-310-(6) \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES MECHANICS LIEN LIEN #015 29-5-90 \$10.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES MECHANICS LIEN AFFIDAVIT OF SERVICE LIEN #104 8-21-310-(3) \$6.00 1 PAGE - \$1.00 EACH PAGE OVER ONE PAGE MECHANICS LIEN BOND LIEN #094 8-21-310-(14) \$10.00 MECHANICS LIEN PARTIAL RELEASE LIEN #103 8-21-310-(3) \$6.00 1 PAGE - \$1.00 EACH PAGE OVER ONE PAGE MECHANICS LIEN SATISFACTION LIEN #042 8-21-310-(5) \$5.00 MEMORANDUM OF TRUST DEED #052 8-21-310-(10) \$15.00 4 PAGES - \$1.00 EACH PAGE OVER 4 PAGES