Freedom of Information Act Request (FOIA) Policy

The Town of Chapin recognizes that the South Carolina Freedom of Information Act (SC Code 30-4-10) enacted by the South Carolina General Assembly gives every citizen the right to access government meetings, documents and records. As such, many public documents are housed on the Town's website – www.chapinsc.com. By standardizing the Town of Chapin's procedures for processing Freedom of Information Act (FOIA) requests and establishing reasonable fees for such requests, the Town will ensure its compliance with FOIA and provide greater transparency of Town operations and policies.

All requests for information pursuant to the South Carolina Freedom of Information Act (FOIA) must be made in writing and submitted in person or by mail, email or fax to the Town of Chapin. In addition, a copy of the driver's license for the person requesting information is required. In order to assist citizens making FOIA requests, the Town of Chapin has developed a FOIA Request Form which is intended to ease the process for citizens when making their written FOIA requests and is not a requirement by the Town to process any written requests it receives.

In accordance with recent updates to the state's FOIA legislation, the Town of Chapin must respond to a written request within ten (10) business days (excluding Saturdays, Sundays and legal public holidays) for records less than 24 months old. For records older than 24 months, the deadline for a response from the Town is 20 days. Then upon receiving notification from the Town about receipt of the FOIA request, the Town has 30 calendar days to fulfill the request if the records are less than 24 months old. If the records are older than 24 months, the Town has 35 calendar days to complete the request. If a deposit is required, which will not exceed 25% of the reasonably anticipated cost for reproduction of the records, the Town must produce the records within 30 days/35 days of receiving the deposit.

A written FOIA request is not required to obtain the following:

- Minutes of meetings for past six months
- Any documents provided to a public body as part of a public meeting
- All reports related to the nature, location and substance of a crime committed in last fourteen (14) days
- Documents identifying individuals confined to any jail or detention center in past three (3) months (excluding restricted juvenile records)

Any questions about the Town of Chapin's FOIA policy should be directed to the Town Clerk's Office at 803.575.8504.

FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

Name: _____ Date: _____

Address: _____

City, State, Zip: _____ Phone: _____

Description of records requested (please be specific as possible): _____

_____

_____

_____

_____

Are you asking for these records for a commercial use/purpose? _____ Yes _____ No

By my signature, I hereby state that I have received information about the Town of Chapin's FOIA process and a copy of the fee schedule outlining possible charges I may incur as part of this request.

Signature: _____ Date:_____

Please submit to: Town of Chapin

Attn: Town Clerk, PO Box 183, Chapin, SC 29036
Email: julie@chapinsc.com

For Office Use Only:

Date Received: _____ Due Date: _____ Response Date: _____

Department responsible for responding: _____ Staff Person: _____

Town Attorney involved: _____ Yes _____ No   Staff time to process: _____

Notes: _____

Associated fees: _____ Paid: _____ Yes _____ No

Updated June 21, 2017

FEE SCHEDULE (Revised June 21, 2017)

Miscellaneous Fees

ITEM/DESCRIPTION	BASIS	FEE	QUANTITY
PRINTING, REPRODUCTION, DOCUMENTS			
BLACK & WHITE COPIES (8.5 X 11")	Per page	$0.25	
COLOR COPIES	Per page	$0.40	
B&W COPIES LARGER THAN 8.5 X 11"	Per page	$0.50	
CD COPY	Per disc	$10.00	
STAFF TIME FOR RESEARCH, COPIES, REVIEW*	Per hour	$25.00	
INFORMATION PROVIDED BY FAX	Per page	$1.25	

* Minimum of ½ hour for staff time charged. Postage will be in addition to above charges.

Police Fees

ITEM/DESCRIPTION	BASIS	FEE	QUANTITY
FINGERPRINTING			
CIVILIAN – RESIDENT	Per set	$5	
CIVILIAN – NON RESIDENT	Per set	$5	
OFF-DUTY POLICE OFFICER	Per set	$5	
POLICE REPORTS			
POLICE REPORT COPY FEE (NO FEE FOR VICTIM)	Per report up to 3 pgs	$3.00 + .25 cents per page above 3	
ACCIDENT REPORT	Per report up to 3 pgs	$3.00 + .25 cents per page above 3	