



FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE

S.C. Law provides that it is a crime to knowingly obtain or use personal information from a public body for solicitation.

Pursuant to the South Carolina Freedom of Information Act, the City of Landrum 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. All Freedom of Information Act ("FOIA") requests should be directed to:

City of Landrum
ATTN: City Clerk
100 N. Shamrock Ave.
Landrum, SC 29356

Email: rita.bruce@cityoflandrumsc.com

Upon receipt of a written request for records under FOIA, the City will determine if the records are available. The City will notify the requestor of this determination in writing within ten (10) business days for records less than two (2) years old, or twenty (20) business days for records more than two (2) years old. The City of Landrum business days are defined as Monday through Friday, 8:00am to 5pm.

If the City determines that the requested records are available and are not exempt from disclosure, the records will be furnished to the requestor within thirty (30) calendar days of the initial written response or payment of deposit, or within thirty-five (35) calendar days, if the records are more than two (2) years old.

Deposits will be required prior to searching for and/ or making copies of the records. Pursuant to a FOIA request, if the reasonably anticipated costs to produce the records is \$100 or higher, a deposit of 25% of the reasonably anticipated costs will be required.

If the City requires a deposit prior to searching for or making copies of the records, then the records will be furnished within thirty (30) calendar days of when the deposit is received. If the records are more than two years old, the records will be furnished within thirty-five (35) calendar days of when the deposit is received.

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



City of Landrum FOIA Fee Schedule

	Minutes/Hours	x Rate	Cost
Search/Retrieval/Redaction/Copying Time		\$19.00/ Hour Clerical \$23.00-\$29.00 Hour Administrative (Minimum 1 hour)	
Copies	Number of Pages	Unit Price	
Paper Records – Black & White		\$0.20/page	
Paper Records – Color		\$0.50/page	
Paper Records, Legal Size – Black & White		\$0.25/page	
Paper Records, Legal Size – Color		\$0.75/page	
Paper Records, Ledger Size – Black & White		\$0.50/page	
Paper Records, Ledger Size – Color		\$1.00/page	

All FAX transmitted records will be subject to a \$5.00 charge + \$0.25 /page \$ _____

Requested copies of CD's, DVD's or other electronic media will charged at cost of media + \$16.00/hour \$ _____

Postage / Shipping will be via FedEx/UPS/USPS (cost payable by requester) \$ _____

TOTAL DUE \$ _____

Pursuant to S.C. Code of Laws §30-2-50(A), 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.

****I understand if my request for copies of documents exceeds 10 pages, I will be assessed a fee of .20 cents per page and I agree to pay the cost. I also understand that I may be required to pay a deposit before documents are copied or transmitted.**