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Freedom of Information Requests

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**(REVISED)**

Applicability:

DDSN Central Office, DDSN District Offices and DDSN Regional Centers

**PURPOSE:**

This directive establishes procedures for handling all requests for information under the Freedom of Information Act.

1. All requests should be made through the Director of Government and Community Relations. In accordance with the Freedom of Information Act, requests must be made in writing stating or listing the specific information being requested.
2. Requests will be dated when received to assure compliance with the 15-day provision of the Freedom of Information Act.
3. The Director of Government and Community Relations will notify and work with appropriate staff to compile the necessary information according to the request.
4. The response will then be prepared by the Director of Government and Community Relations and reviewed by General Counsel, the State Director or other staff as appropriate.
5. After all internal reviews, the response will be sent to the person making the request.

Lois Park Mole

Director-Government and Community Relations

(Originator)

Beverly A.H. Buscemi, Ph.D.

State Director

(Approved)

**DISTRICT I**

P.O. Box 239  
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Phone: (864) 938-3497

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

**DISTRICT II**

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

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