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Title of Document: Copy and Research Costs - Freedom of Information Act
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Date of Last Revision: December 3, 2012 (REVISED)
Applicability: All DDSN Employees

The purpose of this directive is to establish fees for researching and copying information released by the South Carolina Department of Disabilities and Special Needs (DDSN) under the Freedom of Information Act (FOIA).

FOIA requests must be made in writing. If a person tells an employee that he/she wishes to make a FOIA request, advise the person to put the request in writing.

In accordance with the provisions of the FOIA, DDSN has 15 days from receipt of the request excluding Saturdays, Sundays, and legal public holidays to respond in writing to the requestor regarding the release of the requested information.

The release of information in response to a FOIA request will be reviewed and approved by the DDSN State Director or his/her designee.

The following fee schedule will be applied to FOIA information requests. These fees will not exceed the actual cost of compiling/searching for or making copies of records.

- The first fifty (50) pages are free.
- There is a charge of \$0.15 for each page over fifty (50) pages.
- The first hour of time spent researching or copying is free.

DISTRICT I

P.O. Box 239
Clinton, SC 29325-5328
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
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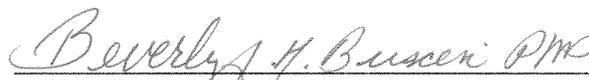
- There is a charge for each additional hour based on the salary of the employee required to complete the work.

Fees will be invoiced to the person making the FOIA request. The requested information will not be released until payment in full has been received by DDSN.

Fees will not be charged to the media to respond to a FOIA request unless the DDSN State Director determines that the cost to the agency for copying, compilation and/or research is high. Fees will not be charged to members of the General Assembly when their requests relate to their legislative duties. Fees will not be charged to a DDSN client, the client's parent with legal custody, legal guardian, or spouse requesting that client's DDSN records. A request for records other than those of the client is subject to fees.



Lois Park Mole
Director-Government & Community Relations
(Originator)



Beverly A. H. Buscemi, Ph.D.
State Director
(Approved)