

SOUTH CAROLINA FREEDOM OF INFORMATION ACT ("FOIA") SECTION 30-4-10

The South Carolina Freedom of Information Act ("FOIA") is part of the South Carolina Code of Laws allowing any citizen to have access to public records and to records of meetings of public bodies with some exceptions as defined in the Act.

This policy is applicable to all departments of Laurens County and to any board or commission whose members are appointed by the County Council of Laurens County, South Carolina.

In accordance with FOIA, Laurens County has ten (10) working days (excepting Saturdays, Sundays, and legal public holidays) to determine if the information requested is publicly available under FOIA.

Exemptions

According to the South Carolina Code of Laws, Laurens County may choose to deny a FOIA request based on exemptions noted in the law. Commonly denied requests include:

- Obtaining or using any personal information acquired from a state agency for commercial solicitation;
- Matters requesting the identity or information tending to reveal the identity of any individual who in good faith makes a complaint or otherwise discloses information, which alleges a violation or potential violation of law or regulation, to a state regulatory agency; and
- Documents or reports being requested in a special format or one that must be created by Laurens County that is not already in existence.

Please take note that you may access Deeds, Easements, Mortgages, Plats, Surveys, and Liens (Tax, Federal, Mechanical) by visiting the Laurens County Clerk of Court's website (laurensdeeds.com).

Laurens County FOIA Request Form

To make a FOIA request, please fill out and submit or copy and mail the online FOIA Request Form to:

Laurens County Administration
P. O. Box 445
Laurens SC 29360-0445

Costs associated with FOIA requests are outlined on the FOIA Request Form.

Laurens County will provide a written response, to include the cost for the request, within ten (10) working days from the date the request was received. Any request received after 4:30 pm Monday through Friday will be considered as having been received on the following work day. Upon payment for the cost of the request, all applicable public records will be made available to the requester. Checks or money orders must be made payable to Laurens County Treasurer; credit or debit cards are not accepted. Laurens County will hold the request for up to two (2) weeks pending payment before closing the FOIA request. For further assistance, please contact Laurens County Administration at (864) 984-5484.

WARNING:

Section 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.

(B) Each state agency, local government, and political subdivision of the State shall provide a notice to all requestors of records pursuant to this chapter and to all persons who obtain records pursuant to this chapter that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited.

(C) All state agencies, local governments, and political subdivisions of the State shall take reasonable measures to ensure that no person or private entity obtains or distributes personal information obtained from a public record for commercial solicitation.

(D) A person knowingly violating the provisions of subsection (A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.



FREEDOM OF INFORMATION ACT REQUEST FORM

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

SIGNATURE: _____

INFORMATION REQUESTED (please be as specific as possible): _____

(attach additional pages as necessary)

Public records will be made available for inspection and/or copying. Privacy data will be protected.

Copy Costs and Charges

Copies One Dollar (\$1.00) for the first page and Ten Cents (10¢) per page thereafter.

Research A minimum charge of Fifteen Dollars (\$15.00) per hour for staff time. Department Head hourly rate is based on actual compensation.

NOTE: Some requests may require a good faith deposit if the number of copies is significant or if an unusual amount of staff time is required. Advance notices will be made if a good faith deposit is required.

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FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____