

FOIA REQUEST FOR THE TOWN OF PROSPERITY

The Town of Prosperity recognizes the South Carolina Freedom of Information Act (South Carolina Code 30-4-10 et seq.) enacted by the South Carolina General Assembly that gives every citizen the right to access government meetings, documents and records. By standardizing the Town'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 its intended goal of 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 Prosperity. To ensure accuracy in the Town's response, all requests should be as descriptive as possible. In accordance with FOIA, the Town of Prosperity must respond to a written request within ten (10) working days (excludes Saturdays, Sundays and legal public holidays). South Carolina Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. A written FOIA request is not required to obtain the following:

- Minutes of meetings for past six months
- Documents distributed to or reviewed by Town of Prosperity Council during a public meeting in the last six (6 months)
- All reports related to the nature, location and substance of a crime committed in the last fourteen (14) days
- Documents identifying individuals confined to any jail or detention center in past three (3) months (excluding restricted juvenile records)

In order to assist citizens making FOIA requests, the Town of Prosperity has developed the attached suggested FOIA Request Form. This form is only 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. Refer to the link below for the Fee Schedule outlining reasonable costs that may be incurred by the requesting party during the Town of Prosperity's FOIA request processing. Requests which are estimated to require two or more hours of staff time for research shall be accompanied by a deposit of \$30.00, in the form of cash, cashier's check or money order to defray costs of staff searching for and prepping and reproducing documents. Any balance remaining after copy and staff wage costs are assessed shall be refunded. If the total cost exceeds the deposit, no documents shall be released until such time as the difference is remitted.

Any questions about the Town of Prosperity's FOIA policy should be directed to the Municipal Clerk at 803-364-2622 or email mbundrick@prosperitysc.com.

Freedom of Information Act Request Form

Freedom of Information Act Fee Schedule



P.O. Box 36
Prosperity, SC 29127
803-364-2622

FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

TO: Town of Prosperity

_____ Name

_____ Address

_____ City, State, Zip Code

_____ Telephone

Description of records requested (please be specific):

Are you asking for these records for a commercial use/purpose? _____

Please indicate the format in which you would like the Town to respond to your request. Please know the Town may not be able to accommodate the requested format. Costs from Fee Schedule may be applied to any of these formats.

___ Inspection only ___ Hard Copy ___ Email: _____

___ Fax _____ ___ Other Format _____

By my signature, I hereby state that I have reviewed information about the Town of Prosperity's FOIA process and a copy of the Fee Schedule outlining possible charges I may incur as part of this request.

Signature _____ Date: _____

For Office Use Only:

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

Town Attorney Involvement? _____

Associated Fees: _____ Paid? _____

Notes: _____

FREEDOM OF INFORMATION ACT FEE SCHEDULE

Item/ Description	Basis	Fee
Printing, Reproduction, Documents		
Search/Prep*	Per Hour	\$20.00
Copies (Black & White) 8 ½ x11	Per Page	\$0.30
Copies(Color) 8 ½ x 11	Per page	\$0.35
Video Audio, CD, DVD		
Digital Copy on CD	Per Disc	\$10.00
Digital Video Copy on DVD	Per Disc	\$20.00
Postage	Per Parcel	
Large Envelope for FOIA Response	Per Envelope	\$1.00

Unless otherwise specified, the fees listed above apply to all

*Research time involved to locate requested documents