

Requests for Records Under the South Carolina Freedom of Information Act

The South Carolina Department on Aging (SCDOA) is committed to transparency, and complies with all requirements of the South Carolina Freedom of Information Act (FOIA), which may be found in SC Code of Laws § 30-4-10 et seq.

In accordance with FOIA, the SCDOA has 10 business days (or 20 business days for those records more than two years old) to inform the requestor of the availability of non-exempt publically available documents specific to the request, and to arrange a mutually suitable date and time for document review and/or provide publically available documents. For all time frames relevant to the request of documents under FOIA, please see § 30- 4-30(C) of the South Carolina Code of Laws.

The SCDOA follows the definitions, procedures, and exemptions listed in the FOIA statutes.

Please note that there may be other state and federal restrictions applicable to the records requested from our office. The SCDOA will abide by all laws and regulations protective of certain information.

Please submit your FOIA request in one of the following manners:

- *Email* — foia@aging.sc.gov
- *Postal Mail* —
SC Department on Aging
1301 Gervais Street
Ste. 350,
Columbia, SC 29201

Fee Schedule

The SCDOA maintains records primarily in electronic format, but there are documents that are still maintained in hard copy. Electronic documents that are produced in response to a FOIA request will be transmitted in electronic format as contained in the file; documents maintained in hard copy will be provided via a scanned copy of the document in electronic format.

The SCDOA charges reasonable costs for providing documents. Those fees will be assessed uniformly and the records will be furnished at the lowest possible cost to the requestor. The SCDOA will not charge fees for examination and review of the documents in order to determine whether the documents are subject to disclosure.

Documents may be furnished when appropriate without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public.

- Hourly Rate — \$33.33* (*Requestor will incur no charge if research, retrieval, scanning and/or redacting is less than one hour).
- Electronic Copies — No charge.
- Paper Copies — \$0.10 CD/DVD.
- Fee — \$5 deposit.
- Pre-Production — 25% of total estimated cost.
- Waiver of Costs — At the discretion of the Director of the SCDOA.