

Standard Operating Guideline

Title: FREEDOM OF INFORMATION REQUESTS		SOG Number: 2.02
Date of Issue: Oct. 3, 2007	Effective Date: April, 2008	Issued by: Bryan G. Riebe, Fire Chief

I. Purpose

The Glassy Mountain Fire Service Area will comply fully with the requirements of the Freedom of Information Act (FOIA).

II. Scope

All district employees.

III. Responsibility

While the District will make its public records available to the public upon a proper and reasonable request, the District can neither subsidize nor bear the costs of conducting research, of accumulating and compiling statistics, and/or of segregating and duplicating documents.

IV. Background

South Carolina Code Ann. S. 30-4-10

V. Procedures

In order to give guidance to those making FOIA requests and to set reasonable charges based upon the cost of staff time, materials and equipment, the following policies will apply to all requests received by the Glassy Mountain Fire Service Area under the Freedom of Information Act, S.C. Code Ann. S. 30-4-10, *et. seq.*:

A. Minutes of the meetings of the GMFSA Board of Commissioners for the preceding six months shall be made available for inspection and copying during normal business hours when the requestor appears in person.

B. Requests for documents other than those of the minutes of the preceding six months must be made in writing, and each request shall be specific as to what documents or records are to be inspected, viewed or copied.

C. The District shall not undertake compilation of statistical data that it has not compiled in the ordinary course of its business. Existing records from which such statistical information may be ascertained may be available for inspection upon written request.

D. All records and documents shall remain within the custody of the District at all times.

E. The following rate structure shall apply to all other requests. This rate structure takes into account the actual cost for use of staff time, equipment and materials and is set pursuant to S.C. Code Ann. S. 30-4-30:

Custodial time:	\$12.00 per hour per custodian (if less than an hour, to be pro-rated)
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F. After receipt of the written request, the District will acknowledge the request within fifteen (15) days (excepting Saturdays, Sundays and legal public holidays). This acknowledgment will be in writing and will notify the requester of the District's FOIA compliance policy, the rates and the estimated costs. The District will also set the place and reasonable time for the inspecting, viewing or copying of the records. The requester will then be asked if he wishes the District to process the request, and if so, the requester must make a cash deposit equal to the estimated costs. Charges shall be deducted from this deposit. If the costs exceed the estimate, the requester shall pay the difference.