

### **FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

**Intent:** This policy is drafted with the intent of relaying that the Irmo Chapin Recreation Commission intends to comply and how it will manage requests.

**Policy:** The Irmo Chapin Recreation Commission is obligated to fully comply with the South Carolina freedom of information act (FOIA) statutes.

§3-4-30 requires that all public bodies post online a schedule of fees for responses to Freedom of Information Act requests. ICRC intends for FOIA requests to be answered without charge whenever possible. Those requests which require substantial employee time may be charged reasonable fees as allowed by the Act. The fees will be charged at the lowest rate possible.

Guidelines for determining what is reasonable are established as follows:

Photocopying - requests that require copying may be charged at the prevailing commercial rate.

Employee/Administrative Time - requests that require approximately one hour or more of staff time may be charged a fee based on the hourly wage of the employee(s) with the lowest possible wage.

Postage or Other Fees - requests that require postage or other fees may be charged the actual cost incurred.

Charges may be assessed for both photocopying and employee/administrative time.

If fees are to be charged, notice of the approximate costs will be provided in advance. A deposit not to exceed twenty-five percent of the anticipated cost for reproduction of records may be required prior to searching for or making copies of records.

**FILING:** All requests must be in writing to the Executive Director, and may be mailed, hand delivered or emailed.

Written requests may be mailed or hand-carried to the  
Irmo Chapin Recreation Commission  
5605 Bush River Road  
Columbia, S.C. 29212

Email: [publicaffairs@icrc.net](mailto:publicaffairs@icrc.net)

#### **Related Procedures:**