



**TOWN OF LYMAN**  
**FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE**

**South Carolina Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.**

Pursuant to the South Carolina Freedom of Information Act, the Town of Lyman ("Town") will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40 or subject to Court hearing under S.C. Code of Laws § 30-4-110. All Freedom of Information Act ("FOIA") requests should be directed to:

Town of Lyman  
Attn: Town Clerk  
81 Groce Road  
Lyman, SC 29365  
Email: [cbrock@lymansc.gov](mailto:cbrock@lymansc.gov)

Upon receipt of written or electronic request for records under FOIA, the Town, will determine if the records are available. The Town will notify the requestor of this determination in writing or electronically within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days means (excepting Saturdays, Sundays and legal public holidays).

If the search/retrieval time is less than half an hour and/or the total number of documents responsive to the FOIA request is ten (10) pages or less, no reproduction fee will be charged.

If the Town determines that the requested records are available and are not exempt from disclosure, or subject to Court hearing, the records will be furnished to the requestor within thirty (30) calendar days of the written determination, or within thirty-five (35) calendar days if the records are more than two (2) years old.

A 25% DEPOSIT IS REQUIRED prior to searching for and/or copying records pursuant to a FOIA request, if search and retrieval time is greater than thirty (30) minutes and/or the number of pages to be produced is greater than ten (10) pages. The balance must be paid at the time of production.

If the Town requires a deposit prior to searching for or making copies of records, then the records will be furnished within thirty (30) calendar days of when the deposit is received. If the records are more than two (2) years old, the records will be produced within thirty-five (35) calendar days of when the deposit is received.

Pursuant to S.C. Code of Laws §34-4-30(B), fulfillment of FOIA requests is subject to fees for search and retrieval, as well as fees for providing copies of documents.



## TOWN OF LYMAN PUBLIC RECORDS REQUEST

Name of Requestor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Under the Freedom of Information Act, I am requesting the following:

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I agree to pay reasonable reproduction fees as provided by the Law

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Signature \_\_\_\_\_  
Date of Request: \_\_\_\_\_

Print Name \_\_\_\_\_

**The Family Privacy Protection Act (S.C. Code Annotated §30-2-50) prohibits any person or entity from knowingly obtaining or using any personal information obtained from the Town for commercial solicitation directed to any person in the State. Violation of this law is a crime.**

*Office Use Only:*  
Date Request Received: \_\_\_\_\_ Written FOIA Response Due: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Production Due: \_\_\_\_\_



## **Freedom of Information Act Request Fee Schedule**

*Under this Policy, the Town of Lyman has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.*

	Hours	x Rate	Cost
<b>Search/Retrieval/Redact Time _ Regular Town Business</b>		\$14.50/hr	
<b>Search/Retrieval/Redact Time _ Police Related</b>		\$20.44/hr	
<b>Copies:</b>	<b>Number of Pages:</b>	<b>Unit Price (1 Pg. = 1 Unit):</b>	
Paper Records/Standard Reports		\$0.25/page	
Standard Color Copies		\$0.30/page	
Audio Files		\$6.00/each	
CD/DVD		\$1.00 each + production time	
Standard Maps Larger than 8.5" x 14"		Actual Cost	
Offsite Non-Standard Printing		Actual Rate + time + mileage	
<b>Postage/Shipping (USPS/FEDEX/UPS)</b>		Actual Rate	
Flash Drive		\$12.00 each	
<b>TOTAL COST</b>			

**\*\*\*Requests which are estimated to require three or more hours of staff time for research will be accompanied by a deposit of 25% to defray costs in the event the requestor fails to pay for copies and wages of the staff collecting and copying the documents. Upon payment of the 25% deposit, the records shall be produced within thirty (30) days of said payment, except when the requested documents are more than twenty-four (24) months old. Documents that are more than twenty-four (24) months old shall be produced within thirty-five (35) days of deposit payment. No documents shall be released until such time as the difference is remitted. No FOIA request shall be honored for any person who has failed to reimburse the Town for costs associated with prior FOIA requests until such time as they remit the fees that are in arrears.**