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I. PURPOSE AND SCOPE

The business of the South Carolina Department of Parks, Recreation & Tourism is open to public review. The agency complies with all requirements of the SC Freedom of Information Act (FOIA) found in SC Code of Laws §30-4-10 et seq and will provide all requested records unless such disclosure is protected from disclosure by law. SCPRT abides by all laws and regulations protective of certain information.

The purpose and scope of this policy is to set forth guidelines for handling and processing Freedom of Information Act (FOIA) requests and to assess certain costs associated with the gathering and reproduction of the documents requested under the Freedom of Information Act.

II. PROCEDURES

1. FOIA requests must be in writing and submitted to SCPRT’s General Counsel who will forward the request to the appropriate party for action. The request may be hand delivered, emailed to ejohnson@scprt.com, or mailed to:

   Office of the General Counsel  
   SCPRT  
   1205 Pendleton St.  
   Suite 522  
   Columbia, SC 29201

[Signature]

APPROVED  
DIRECTOR  

DATE 8-16-19
2. Upon receipt of a FOIA request, responsive records will be identified and associated costs will be assessed. Electronic records will be provided whenever practicable. SCPRT is not required to create an electronic version of records that do not exist in that form.

3. The General Counsel will review the records to determine if they are subject to public disclosure. An initial written answer will be provided within 10 business days determining the availability of documents and an estimated cost to fulfill the request. For records more than 24 months old, the initial determination response will be made within 20 business days of receipt of the request. The response will be made in the same format as the request was made.

4. If the request is granted, the record will be provided or made available for inspection or copying within 30 calendar days from the date of the initial response, or 35 if the information is more than 24 months old.

5. If a deposit is required, the time period for production begins to toll after receipt of the deposit.

II. FEE SCHEDULE

1. FOIA requests will be answered without charge when the request benefits the public interest and requires minimal and/or a reasonable amount of employee time and photocopying expense.

2. For requests that require a fee, a 25% deposit of the anticipated cost may be assessed prior to processing a request, and the full amount must be paid prior to production.

3. If required, fees will be calculated according to the following guidelines:
   - $40 per hour for search, retrieval, and redaction of records.
   - $.10 per page of printed copies of records; no fees for electronic copies.
   - If mailing or electronic data storage is requested, the actual cost of the postage or device will be charged.