



Town of Clover Freedom of Information Policy

The Town of Clover believes the public has a right to know of the activities of the Town. In this spirit, many public documents are posted on the Town website (www.cloversc.org). This policy is set forth to provide a comprehensive and expedient procedure for the public to access Town records in accordance with State law.

Policy

1. All Freedom of Information Act ("FOIA") requests are to be made in writing, excepting requests identified in paragraph 9. The Town may also waive the written request requirement for other readily available documents. The requester may use the form provided by the Town or submit the request in a letter format ("Request"). All Requests must include the date, specified information being requested, name, complete address, phone number, fax number (if applicable), email address (if applicable) and signature of requester. All requests must also include the preferred delivery format of the information, i.e. mailed hard copy, fax copy, digital (email or disk), etc. If digital copies are requested, the Town will make every effort to provide that information in a format convenient and practical for use by the requester. It is not necessary for the Town to produce any reports, written or computerized, in any format other than that already maintained by the Town.
2. All Requests under the FOIA should be sent to the attention of:

Town Administrator
Town of Clover
PO Box 1060
Clover, SC 29710
3. Pursuant to Section 30-4-30(c) of the Code of Laws of South Carolina (1976), as amended, a response to a written FOIA request must be made within 15 working days of receipt of the written request. The response will include the timeframe anticipated for fulfilling the request.
4. The original Request must be date-stamped and placed in the FOIA notebook.
5. The Town Administrator will determine if any information in the request is exempt from disclosure. The Town Administrator may consult with the Town Attorney on any FOIA request.

6. In the absence of the Town Administrator for a period of three working days or longer, FOIA requests will be directed to the Town Clerk.
7. Public Records and documents are open for inspection and/or copy and the public should be permitted to review them upon request if reasonable. However, such inspections shall be appropriately supervised. Section 30-4-30 (a) of the Code of Laws of South Carolina (1976), as amended, provides that:
 - “ Any person has a right to inspect or copy any public record of a public body, except as otherwise provided by Section 30-4-40, in accordance with reasonable rules concerning time and place of access.”
8. Section 30-4-30 (d) of Code of Laws of South Carolina (1976), as amended provides that:
 - “The following records of a public body must be made available for public inspection and copying during the hours of operations of the public body *without* the requestor being required to make a written request to inspect or copy the records when the requestor appears in person:”
 - (1) minutes of the meetings of the public body for the preceding six months (also available on Town website);
 - (2) all reports identified in Section 30-4-50(A)(8) (e.g. police reports) for at least the fourteen day period before the current day; and
 - (3) documents identifying persons confined in any jail, detention center, or prison for the preceding three months.

9. **Service Fees**

Town employees will do all copying of documents. Charges for **copying/printing** are as follows:

Up to size 11 x 17, black/white:	
0-10 pages	\$0.10 per page
11 + pages	\$0.20 per page
Up to size 8 ½ x 14, color:	
0-10 pages	\$0.25 per page
11 + pages	\$0.50 per page

The Town may waive copying/printing fees for requests involving five or fewer pages. Fees established by law or ordinance will take precedence over this policy. If a third party is required, the Town will charge the same costs it incurs to provide copies.

Information provided by **fax** will be charged \$1.00 per page transmitted.

If information is provided on **CD or DVD**, the actual cost of the media will be charged.

Postage costs will apply.

If a **search** is necessary for production of the requested documents, the first 30 minutes are free. Any additional search time will be based on the hourly rate of the person researching the requested records. If the Town determines that the requestor should be attended while examining the document (s), the charge will be the same as above after the first free 30 minutes.

Requests that require **computer** time for search or examination or require expert or technical assistance or service will be evaluated individually and billed at a rate actually reflecting the Town's cost.

10. The Town Administrator and the appropriate department head will develop a cost estimate based on the fees as established above. Once the estimate is determined, the requester will be advised. If the requester decides to proceed, an advance deposit equal to the total anticipated costs for searching and providing the records shall be required if such costs exceed \$50.

11. Payment for all transactions should be made payable via cashier's check, money order, or cash to:

Town of Clover
114 Bethel Street
PO Box 1060
Clover, SC 29710

Town of Clover Freedom of Information Request Form

Date: _____

Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ FAX: _____ Email: _____

Under the Freedom of Information Act, I would like to review and/or copy all available files for the following (please be as detailed as possible):

Preferred Delivery Format: _____

An appropriate fee for copying/research may be required. You will be provided a cost estimate prior to any work being performed.

Signed _____

Return to: Town Administrator, Town of Clover, PO Box 1060, Clover, SC, 29710

For Office Use Only:	
Response date: _____	Date request completed: _____
Cost Estimate: _____	Final cost: _____
Requester Approved Cost: _____	Date request picked up or mailed: _____