

### Freedom of Information Act Requests

Pursuant to the South Carolina Freedom of Information Act (S.C. Code Ann. 30-4-10 *et seq.*), Georgetown County School District has established the following guidelines for requests made for public records.

For records that the District produces in a paper, rather than electronic, format, the District reserves the right to charge \$0.10 per page of copies.

In addition, the District reserves the right to charge for the cost of the search, retrieval, and/or redaction of records. For most requests, the fee will be twenty-five dollars (\$25.00) per hour of time it takes to produce the records. This price is the equivalent of the prorated annual salary of the lowest paid employee who, in the District's discretion, has the necessary skills to produce the records. In some instances, however, an employee with a greater level of responsibility will be required to produce the records, and the fee for the production of such records will be fifty dollars (\$50.00) per hour. Furthermore, the District reserves the right to charge a fee deposit not exceeding twenty-five percent (25%) of the total reasonable anticipated cost for production of the records prior to searching for or making copies of the records.

Finally, please note that the Family Privacy Protection Act, S.C. Code Ann. 30-2-50, prohibits the use of public records for commercial solicitation.

All requests for public records under the South Carolina Freedom of Information Act should be sent to:

Public Information Officer  
Ray White  
2018 Church Street  
Georgetown, SC 29440  
843-436-7169  
[rwhite@gcsd.k12.sc.us](mailto:rwhite@gcsd.k12.sc.us)