



## FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE

The Town of Campobello recognizes that the SC Freedom of Information Act (SC Code 30-4-10) enacted by the SC General Assembly gives every citizen the right to access municipal meetings, documents and records. As such many public documents are housed on the Town's website ([www.townofcampobellosc.com](http://www.townofcampobellosc.com)). By standardizing the Town of Campobello's procedures for processing Freedom of Information Act (FOIA) requests and establishing reasonable fees for such requests, the Town will ensure its compliance with FOIA and provide greater transparency of Town operations and policies.

All FOIA requests must be made in writing and submitted via, U.S. mail, email, fax or in-person to the following person:

Town of Campobello  
Attn: Kim Hyder  
P.O. Box 9  
208 N. Main Street  
Campobello, SC 29322  
Email: [campobellotownhall@gmail.com](mailto:campobellotownhall@gmail.com)  
Fax: (864) 472-4149

The Town of Campobello has developed a FOIA Request Form which is intended to ease the process for citizens when making their written FOIA requests; however, it is not a requirement to use said form.

In accordance with recent updates to the State's FOIA legislation, the Town of Campobello must respond to a written request within ten (10) business days (excluding Saturdays, Sundays and legal public holidays) for records less than 24 months old. For records older than 24 months, the deadline for a response from the Town is 20 days. Then upon receiving notification from the Town about receipt of the FOIA request, the Town has 30 calendar days to fulfill the request if the records are less than 24 months old. If the records are older than 24 months old, the Town has 35 days to complete the request. If a deposit is required, which will not exceed 25% of the reasonably anticipated cost for reproduction of the records, the Town must produce records within 30 days/35 days of receiving the deposit.

A written FOIA request is not required to obtain the following:

- Minutes of meetings for the past six months;
- Any documents provided to a public body as a part of public meeting
- All reports related to nature, location and substance of a crime committed in the last fourteen (14) days

For further information or questions about the Town of Campobello's FOIA policy, please contact Kim Hyder at (864) 468-4545.

## FEE SCHEDULE

ITEM/DESCRIPTION	BASIS	FEE	QUANTITY
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<b>Printing/reproduction of Documents</b>			
Black & White Copies (8.5 x 11)	Per page	\$0.25	
Color Copies	Per page	\$0.40	
Black & White Copies (Larger than 8.5 x 11)	Per Page	\$0.50	
Staff time for research, copies review*	Per page	\$25.00	
Information provided by fax	Per page	\$1.25	

**\*Minimum of ½ hour for staff time charged. Postage will be in addition to the above charges.**

<b>Police Reports</b>			
Police Report* (no charge for victim)	Per set	\$5.00	
Accident Report*	Per set	\$5.00	

**\* Postage will be in addition to the above charges.**