

# GREER COMMISSION OF PUBLIC WORKS

## Freedom of Information Act Policy

Greer CPW recognizes the South Carolina Freedom of Information Act (South Carolina Code 30-4-10) enacted by the South Carolina General Assembly gives every citizen the right to access government meetings, documents and records. By standardizing Greer CPW's procedures for processing Freedom of Information Act (FOIA) requests and establishing reasonable fees for such requests, Greer CPW will ensure its compliance with FOIA and its intended goal of transparency of Greer CPW's operations and policies.

All requests for information pursuant to FOIA must be made in writing and submitted in person or by mail, email or fax to Greer CPW. To ensure accuracy in the Greer CPW's response, all requests should be as descriptive as possible. In accordance with FOIA, Greer CPW must:

- for records less than 24 months old, notify the person making the request of Greer CPW's determination as to the public availability of the requested public record within 10 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 30 calendar days of the later of either Greer CPW's notification as to the availability of the requested public record or the date an advance deposit is made if required by the Greer CPW.
- for records more than 24 months old, notify the person making the request of Greer CPW's determination as to the public availability of the requested public record within 20 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information with 35 calendar days of the later of either Greer CPW's notification as to the availability of the requested public record or the date an advance deposit is made if required by Greer CPW.

The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.

In order to assist citizens making FOIA requests, the Greer CPW has developed the suggested FOIA Request Form. This form is only intended to ease the process for citizens when making their written FOIA requests and is not a requirement by the Greer CPW to process any written requests it receives. The Fee Schedule outlines reasonable costs that may be incurred by the requesting party during the Greer CPW's FOIA request processing. If fees apply, up to a 25% deposit may be required prior to staff starting the research process.

**Pursuant to S.C. Code Ann. § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from Greer CPW for commercial solicitation directed to any person in this State. All persons making FOIA requests to Greer CPW are hereby notified that all persons obtaining or using public records for commercial solicitation directed to any person in this State is prohibited. A person knowingly violating the provisions of S.C.Code Ann. § 30-2-50 is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.**

Any questions about Greer CPW's FOIA policy should be directed to (864) 968-3204 or FOIA@greercpw.com.

**GREER COMMISSION OF PUBLIC WORKS  
FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS**

**DATE OF REQUEST:** \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

Description of records requested:

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Pursuant to S.C. Code Ann. § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from Greer CPW for commercial solicitation directed to any person in this State. All persons making FOIA requests to Greer CPW are hereby notified that all persons obtaining or using public records for commercial solicitation directed to any person in this State is prohibited. A person knowingly violating the provisions of S.C.Code Ann. § 30-2-50 is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.

Please indicate how you would like to receive this information:

- Inspection at Greer CPW Office
- Hard copy for pick up
- Hard copy by mail (Will be sent to address above)
- Fax to: \_\_\_\_\_
- Email to: \_\_\_\_\_
- Other: \_\_\_\_\_

In accordance with FOIA, the Greer CPW must:

1. For records less than 24 months old, notify the person making the request of Greer CPW's determination as to the public availability of the requested public record within 10 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 30 calendar days of the later of either Greer CPW's notification as to the availability of the requested public record or the date of the advance deposit is made if required by Greer CPW.
2. For records more than 24 months old, notify the person making the request of Greer CPW's determination as to the public availability of the requested public record within 20 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 35 calendar days of the later of either Greer CPW's notification as to the availability of the requested public record or the date of the advance deposit is made if required by the Greer CPW.

The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.

Greer CPW may require an advance deposit of up to 25% of the reasonably anticipated costs for reproduction of the records prior to Greer CPW searching or making copies of records.

By my signature, I hereby state that I have received information about Greer CPW's FOIA process and a copy of the fee schedule outlining possible charges I may incur as part of this request. I also certify to Greer CPW that I will not use personal information obtained from Greer CPW for purposes of commercial solicitation nor will I provide such personal information to others for purposes of commercial solicitation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit your request to: Greer CPW  
301 McCall Street  
Greer, SC 29650  
Fax: (864) 968-2172  
Email: FOIA@greercpw.com

<b>FOR OFFICE USE ONLY</b>	<b>Date Received:</b> _____	<b>Date of Initial Response:</b> _____
<b>Associated Fees:</b> _____	<b>Paid:</b>	<b>Yes or No</b>

**GREER COMMISSION OF PUBLIC WORKS  
PUBLIC RECORDS REQUEST  
SCHEDULE OF FEES**

<b>Description</b>	<b>Price</b>
<b>Search/Retrieval Time</b>	<b>\$18.00 per hour</b>
<b>Copy Price per Page – Standard Letter Size (8 1/2 x 11) *no charge for the first ten (10) pages</b>	<b>\$ .10</b>
<b>Copy charges for oversized documents that must be outsourced for duplication/reproduction</b>	<b>Actual cost</b>
<b>Note: Payment is required at the time of production of any requested records.</b>	