

Belton Preparatory Academy FOIA Policy and Fee Schedule

In accordance with the South Carolina Freedom of Information Act (the “FOIA”), Belton Preparatory Academy (the “School”) will provide copies of public records in its possession, except when records are exempt from disclosure under S.C. Code § 34-4-40 or other state and federal laws. The FOIA does not require the School to create new records, conduct research, analyze records or data, compile data or information, or answer questions to respond to a request.

Upon receipt of a written request for records made under FOIA, the School will determine the public availability of the requested records and will notify the person making the request of its determination and the reasons for it within ten (10) business days; provided, however, if the requested records are more than twenty-four (24) months old, the School will notify the person making the request of its determination and the reasons for it within twenty (20) business days. Business days do not include Saturdays, Sundays, and legal public holidays.

If the request is granted, the records will be furnished or made available for inspection and copying no later than thirty (30) calendar days from the date on which the final determination was provided; provided, however, if the requested records are more than twenty-four (24) months old, the records will be furnished or made available for inspection and copying no later than thirty-five (35) calendar days from the date on which the final determination was provided. If a deposit (as provided below) is required, the records will be furnished or made available for inspection and copying no later than thirty (30) calendar days from the date on which the deposit is received; provided, however, if the requested records are more than twenty-four (24) months old, the records will be furnished or made available for inspection and copying no later than thirty-five (35) calendar days from the date on which the deposit was received.

Pursuant to S.C. Code § 30-4-40(B), the School may collect reasonable fees not to exceed the actual cost of the search, retrieval, redaction, and copying of the requested records. Records will be furnished at the lowest possible cost. The School’s FOIA fee schedule is as follows:

- The fee for the search, retrieval, or redaction of records will be charged at the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the School, has the necessary skill and training to perform the search, retrieval, or redaction. Accordingly, the fee rate will vary depending on the nature and scope of the records requested and the necessary level of skill and training required to fulfill the request.
- The fee for black-and-white photocopies will be \$.20 per page.
- The fee for color copies will be \$.50 per page.
- The fee to copy oversized or other non-standard size documents (e.g., architectural plans or property plats) will be based on the actual cost for the specific document type.

- The School may in its sole discretion outsource copying or transfer to electronic format when large quantities of documents, oversized documents, or other non-standard records are required to fulfill the request. In such event, the requesting party will be responsible for paying the actual costs charged by the outside service.
- The fee for USB drives, flash drives, compact discs, and other storage devices necessary to store, transfer, or transmit requested records will be the actual cost of such device.
- The fee for mailing records will be the actual cost for postage and materials.
- Copying charges will not apply to records transmitted in electronic format. If the requested records are not maintained in electronic format, but the School agrees to produce them in electronic format, the School will charge the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the School, has the necessary skill and training to transfer the documents to electronic format.

The School will provide an estimate of the anticipated cost when it provides its determination. A deposit not to exceed twenty-five percent (25%) of the total reasonably anticipated cost for production of the records may be required prior to the School searching for or making copies of records. The full amount of the total actual cost must be paid prior to or at the time of production of the requested records. The School may in its discretion furnish documents without charge or at a reduced charge if it determines the waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefitting the general public.

Pursuant to S.C. Code § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from the School for commercial solicitation directed to any person in this state. A person knowingly violating this provision is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed \$500 or imprisoned for term not to exceed one (1) year, or both.