

## FREEDOM OF INFORMATION ACT REQUEST:

**i** When making a request for publicly available documents, be as specific as possible about the information you're requesting. Information and data obtained in the discharge of the official duties of SCDPPPS and its staff is privileged (SC Code Section § 24-21-290) and shall not be disclosed or released except as required by law or specifically authorized by Department policy. No information requested may be utilized for commercial solicitation. SC Code Section 30-4-50(B).

**i** You may submit your FOIA request to [FOIA@ppp.sc.gov](mailto:FOIA@ppp.sc.gov).  
You must include an email address or physical address for a response.

Requestor's Name:

Email Address:

Phone Number:

Mailing Address:

I \_\_\_\_\_, request this information under provisions of the South Carolina Freedom of Information Act:

## CHARGES FOR RECORDINGS AND OTHER RELEASABLE INFORMATION

- i**
- Copying or printing \$ 0.20 per page
  - General information requests requiring *more than 15 minutes* of employee staff time for the search, retrieval and redaction of records \$15.00 per hour
  - Audio recordings \$17.50 each

**i** \*\* If the charge is expected to exceed \$50.00, a deposit for searching and/or copying may be required of the individual requesting information. The deposit will be no more than 25% of the anticipated cost to search, retrieve and redact records for the request.

\*\* Payment must be made in cashier's check, or money order only, payable to "South Carolina Department of Probation, Parole, and Pardon Services." A receipt will be issued to the purchaser.

\*\*Per SC Code of Laws [Section 30-4-30\(C\)](#), if the information requested is not privileged under Section 24-21-290, Department staff will provide an initial determination to the FOIA requestor notifying the requestor of the existence of records and will provide the anticipated cost to search, retrieve and redact records for the request within 10 days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of the request. For records older than 24 months, the initial determination response time is 20 business days.

\*\*Department staff will produce the requested records within 30 calendar days (35 days for records older than 24 months) from the date it initially responds to the FOIA request, unless a deposit is required. If additional time is needed, the Department will notify you and will seek an extension by written mutual agreement, which shall not be unreasonably withheld by the requestor. SC Code Section 30-4-30(C). If the information is privileged under Section 24-21-290, Department staff will inform the FOIA requestor that the information is confidential and cannot be released pursuant to state law within 10 days (excepting Saturdays, Sundays, and legal public holidays) of the receipt of the request.