

# NORTH AUGUSTA

## SOUTH CAROLINA'S RIVERFRONT

**Date:** February 25, 2019

**T0: Joe Dugan**  
**American Transparency**  
**P.O. Box 51551**  
**Myrtle Beach, SC 29579**  
**SouthCarolina@openthebooks.com**

Copy to:  
Kelly F. Zier, City Attorney  
Todd Glover, City Administrator  
Cammie Hayes, Director of Finance  
& Support Services  
JD McCauley, Manager of Human  
Resources

**RE: FREEDOM OF INFORMATION REQUEST**

PLEASE BE ADVISED that the City of North Augusta has received your Freedom of Information Act (FOIA) request the 25<sup>th</sup> day of February 2019. Such request has been forwarded to the appropriate department for response. In addition, a copy of said request has been forwarded to the office of the City Attorney for his review.

The City Attorney will make a determination as to whether the request is a proper request under the FOIA act. The appropriate department will advise as to what materials, documents, etc. may be available. That department will also provide information indicating the approximate time involved related to the retrieval of the documentation, and also the amount of material that would need to be copied in order to comply with the request. At such time as a response is received from the City Attorney and the appropriate department, we will then notify you of the response of the City to your FOIA request. In the event that the request is deemed appropriate and permissible under the FOIA act, we will advise you of same and also provide an estimate of the costs that would be related to responding to said request. In the event that it is determined that the FOIA request is not proper and not permitted by the act, you'll also be advised of that decision.

A response to your request will be made within the time limits as established by section 20-4-30(c) of the FOIA act. Specifically, this requires that said response be provided within 10 business days for any record requested that is less than 24 months old. A request for a record that is more than 24 months old, is to be responded to within 20 business days from the date of the receipt of your request. The City would not normally require the full period in order to respond, but reserves its right under the act to do so.

In the event that the response to your request is positive and the costs associated with retrieving and providing the data is minimal, in most cases, the City would forward the documentation to you with a statement for the costs. An example of charges would be

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15¢ per page for black and white copies, 20¢ per page for color copies. The City does not charge for search and retrieval for fifteen minutes or less. For any time required to research and retrieve the requested information more than 15 minutes, the City charges, a minimum of \$8.00 per 30 minutes. Pursuant to the act, the charge for searching, retrieving, and redacting records is not to exceed the hourly wage of the lowest paid employee on the public body staff, who has the skill and training to fulfill the request. Therefore, the charge could be in excess of the \$8.00 per 30 minutes, if a regular clerical person is unable to perform the services. The specific FOIA Fee schedule, as adopted by the City is available for review online. In the event that the costs are considered to be of more than a nominal amount, the City would reserve the right to require a deposit of 25% of anticipated costs to be made before assembling, copying and delivering the materials. This would also provide to you the opportunity to determine if you desired to proceed with the request in light of the costs.

**NOTICE:** SOUTH CAROLINA LAW PROVIDES THAT “IT IS A CRIME TO KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION FROM A PUBLIC BODY FOR COMMERCIAL SOLICITATION.”

*Sharon Lamar*

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Sharon Lamar, City Clerk

City of North Augusta, South Carolina

**Lamar, Sharon**

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**From:** SouthCarolina@openthebooks.com  
**Sent:** Thursday, January 31, 2019 8:26 PM  
**To:** tglover@northaugusta.net  
**Subject:** New Open Records Act - City of North Augusta submitted on 01/31/2019

01/31/2019

Records Access Officer

Pursuant to the Open Records Act, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2018, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to SouthCarolina@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at SouthCarolina@openthebooks.com.

Sincerely,

Joe Dugan  
American Transparency  
P.O. Box 51551  
Myrtle Beach, SC 29579

## Lamar, Sharon

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**From:** Glover, Todd  
**Sent:** Tuesday, February 26, 2019 11:27 AM  
**To:** Lamar, Sharon  
**Subject:** RE: Salary Ignore Open Records Act - City of North Augusta submitted on 02/25/2019

I do not recall getting it the first time but will look. Use the date from which we acknowledge the request.



B. Todd Glover, MPA, ICMA-CM  
City Administrator  
P.O. Box 6400  
100 Georgia Avenue  
North Augusta, SC 29861-6400

[tglover@northaugusta.net](mailto:tglover@northaugusta.net)

803-441-4202 - Office  
803-441-4203 - Fax

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**From:** Lamar, Sharon  
**Sent:** Tuesday, February 26, 2019 8:08 AM  
**To:** Glover, Todd <[TGlover@northaugusta.net](mailto:TGlover@northaugusta.net)>  
**Subject:** RE: Salary Ignore Open Records Act - City of North Augusta submitted on 02/25/2019

What date should I use on the FOIA request response letter? February 1, 2019 or February 25, 2019?

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**From:** Glover, Todd  
**Sent:** Monday, February 25, 2019 8:35 PM  
**To:** Lamar, Sharon <[SLamar@northaugusta.net](mailto:SLamar@northaugusta.net)>  
**Subject:** Fwd: Salary Ignore Open Records Act - City of North Augusta submitted on 02/25/2019

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----  
**From:** South Carolina <[SouthCarolina@openthebooks.com](mailto:SouthCarolina@openthebooks.com)>  
**Date:** 2/25/19 8:31 PM (GMT-05:00)  
**To:** "Glover, Todd" <[TGlover@northaugusta.net](mailto:TGlover@northaugusta.net)>  
**Subject:** Salary Ignore Open Records Act - City of North Augusta submitted on 02/25/2019

02/25/2019

Records Access Officer

On 01/31/2019, you received an email from American Transparency requesting employee salary information for the year of 2018 (see attachment)

This is another attempt at contacting you, and we would appreciate it if you would respond in some manner.

Thank you for your prompt consideration of our request. If you have any questions, or if I can be of any assistance, please e-mail me at [SouthCarolina@openthebooks.com](mailto:SouthCarolina@openthebooks.com).

Sincerely,

Joe Dugan  
American Transparency  
P.O. Box 51551  
Myrtle Beach, SC 29579