

NORTH AUGUSTA

SOUTH CAROLINA'S RIVERFRONT

Date: March 11, 2019

T0: **Krystie Santos**
ksantos@smartprocure.com

RE: FREEDOM OF INFORMATION REQUEST

Copy to:
Kelly F. Zier, City Attorney
Cammie Hayes, Director of Finance &
Support Services

PLEASE BE ADVISED that the City of North Augusta has received your Freedom of Information Act (FOIA) request the 11th day of March 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 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

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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

Sharon Lamar, City Clerk

City of North Augusta, South Carolina

Lamar, Sharon

From: Hayes, Cammie
Sent: Monday, March 11, 2019 3:03 PM
To: Lamar, Sharon
Subject: FW: SmartProcure Public Records Request City of North Augusta For PO/Vendor Information

FOIA, please send standard letter. I get one from them pretty regularly so I can respond to them after the letter is sent.

Thanks,



City Of North Augusta

100 Georgia Avenue
North Augusta, SC 29841-3843
PO Box 6400
North Augusta, SC 29861-6400
www.northaugusta.net

Cammie T. Hayes

Director of Finance &
Support Services
Office: 803.441.4206
Fax: 803.441.4189
chayes@northaugusta.net

From: Krystie Santos [mailto:ksantos@smartprocure.com]
Sent: Monday, March 11, 2019 2:50 PM
To: Hayes, Cammie
Subject: SmartProcure Public Records Request City of North Augusta For PO/Vendor Information

Good afternoon Cammie,

SmartProcure is submitting a public records request to the City of North Augusta for any and all purchasing records from 2018-11-14 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. We are requesting the file in an excel file format as the preferred format.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Krystie Santos

Data Acquisition Specialist

SmartProcure

Phone: 954-420-9900 ext. 534

Email: ksantos@smartprocure.com | www.smartprocure.com