

NORTH AUGUSTA

SOUTH CAROLINA'S RIVERFRONT

FOIA 2020-34

Date: July 15, 2020

TO: Jeffery Butler
jeffery@educator-info.com

RE: FREEDOM OF INFORMATION REQUEST

Copy to:
Kelly Zier - City Attorney
Rachelle Moody – Interim City Administrator
J.D. McCauley – Manager of Human
Resources

PLEASE BE ADVISED that the City of North Augusta has received your Freedom of Information Act (FOIA) request the 15th day of July 2020. 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, City Clerk
City of North Augusta, South Carolina

Lamar, Sharon

From: Hayes, Cammie
Sent: Wednesday, July 15, 2020 1:41 PM
To: Lamar, Sharon
Cc: McCauley, J.D.; 'Kelly Zier'
Subject: FW: Public Information Request for North Augusta City

See below FOIA request.

Thanks,

-----Original Message-----

From: Jeffery Butler [mailto:jeffery@educator-info.com]
Sent: Wednesday, July 15, 2020 1:17 PM
To: Hayes, Cammie
Subject: Public Information Request for North Augusta City

Cammie T. Hayes,

Pursuant to the South Carolina Freedom of Information Act, §30-4-10 et seq. (the "Act"), I write to request access to and a copy of a listing of all North Augusta City full time employees' first, middle and last names, including their job title/position, campus/office location, date of hire and email address. Please provide this information in an electronic format such as Excel or .csv to this email address, if possible.

If you do not maintain these public records, please let me know who does and include the proper custodian's name and address.

As provided by the Act, I will expect your response within ten (10) business days as to the determination of my request. I will expect the records I am requesting within thirty (30) days thereafter. I will consider the request denied if I have not received the records or a notification of unusual circumstances within this time frame. Please contact me if there will be any kind of delay, or to let me know when I can expect the requested information.

If you believe this information is not public, or choose to deny this request, I ask that you immediately notify me in writing and provide the specific statutory exemption(s) upon which you rely. See §30-4-40 of the Act. If part of the information is public and part is not, please provide all segregable portions of otherwise exempt material.

I agree to pay all reasonable copying and postage fees (if electronic delivery is not possible).? Please provide a receipt indicating the charges for each document.

Thank you for your assistance.

Sincerely,
Jeffery Butler
2931 Ridge Rd. STE 101-160
Rockwall, TX 75032
jeffery@educator-info.com