



South Carolina Department of Alcohol and Other Drug Abuse Services

HENRY McMASTER
Governor

SARA GOLDSBY
Director

FOIA POLICY

The business of the South Carolina Department of Alcohol and Other Drug Abuse Services (DAODAS) is open to public review, as is required by the state's [Freedom of Information Act](#) (South Carolina Code Section 30-4). Requests may be submitted in writing to the agency at: foia-request@daodas.sc.gov.

Requests for Clarification, Additional Information, etc.

On occasion, DAODAS may require more information or clarification from a requestor in order to undertake a search for responsive materials. Requests for clarification or additional information will be sent in writing.

Should the requestor NOT provide the clarification or additional information to DAODAS within 10 business days, the agency will consider any portions of the request that required clarification withdrawn. However, if DAODAS has documents responsive to portions of the request that did not need clarification/information, it will provide those documents.

ID Verification Requirement

For responsive materials that contain private information, DAODAS may require verification of requestor's identification before providing responsive documents to ensure employee confidentiality.

Fees

FOIA requests will be answered without charge when the request will benefit the public interest and requires minimal and/or a reasonable amount of employee time and photocopying expense.

For requests that require a fee, the fee will be calculated according to the following guidelines:

Employee and Administrative Time:

If the FOIA request requires approximately one hour or more of staff time, assessed fees will be based on the actual cost of the search, retrieval, and redaction of records. The fee for the search, retrieval, or redaction of records shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the Director, has the necessary skill and training to fulfill the request.

The prorated hourly salary of an employee is determined by dividing that employee's salary by 1,950 hours (or less if part-time) and multiplying that figure by the number of hours required to search for, retrieve, and redact the requested records.

Example: If providing records requires an employee with a yearly salary of \$30,000 four hours to search for, retrieve, and redact the requested records, the associated fee would be \$61.40 ($30,000.00/1,950 \times 4$), plus any costs of photocopying, postage, fax, and/or electronic storage devices.

Photocopying:

If the FOIA request requires copying approximately 50 pages or more at one time or a similar amount over several days, the charge would be calculated at 20 cents per page.

Postage, Fax, or Electronic Data Storage Devices:

If the FOIA request requires postage, fax, or an electronic data storage device (e.g., thumb drive, CD) of approximately \$2 or more, the charge would be the actual cost associated with the process or device.

Deposit:

A deposit not to exceed 25 percent of the total reasonably anticipated cost for reproduction of (providing) the records may be required before the searching for or making copies of records.

Miscellaneous:

Fees for photocopying, employee and administrative time, and postage, fax, or electronic storage devices are assessed separately and will be cumulative.

In determining whether a fee is warranted and in calculating the amount required, one or more related FOIA requests from the same individual or organization will be considered as a single request.

Charges generally will not be levied for making records accessible for review unless it is determined that considerable time by knowledgeable staff will be required for reviewing documents with the requester.

Any individual making a FOIA request that will result in a charge shall be notified in advance of the approximate cost for providing that information; notification and acceptance of those charges may be verbal or in writing.

Payment for FOIA requests should be made payable to the South Carolina Department of Alcohol and Other Drug Abuse Services.

Upon receipt of payment, DAODAS will provide the responsive material to the requestor as soon as possible.

Constitutional officers, members of the General Assembly, and other state agencies shall not be charged for information or records released under the FOIA.

Charges may be waived or levied at the discretion of the Director.

Fee Schedule

- Photocopying up to 50 pages: No charge
- Photocopying 50 pages or more: \$.20 per page
- Production costs: Employee's Yearly Salary/1,950 x Number of Hours Required
- Stamps or other methods of delivery (e.g., fax, courier): Actual cost if more than \$2.00
- Deposit: 25% of the estimated cost

Reviewed & Updated September 2024