



**FREEDOM OF INFORMATION--REQUEST FOR PUBLIC RECORDS**

To: City of Pickens  
City Administrator's Office  
PO Box 217  
Pickens, SC 29671  
Fax 864-878-0450  
khendricks@pickenscity.com

From: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State, Zip Code  
\_\_\_\_\_  
Telephone

Description of records requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you asking for these records for a commercial use/purpose?  Yes  No

Please indicate the format in which you would like the City to respond to your request. Please know the City may not be able to accommodate the requested format. Cost per the City's policy may be applied to any of these formats.

Inspection Only       Hard Copy       Email: \_\_\_\_\_  
 Fax: \_\_\_\_\_       Other Format: \_\_\_\_\_

By my signature, I hereby state that I have received a copy of the City of Pickens' policy outlining possible charges I may incur as part of this request.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_ Due Date: \_\_\_\_\_ Response Date: \_\_\_\_\_

Department(s) Responsible for Responding: \_\_\_\_\_

City Attorney Involvement:  Yes  No

City Staff Assigned Response: \_\_\_\_\_

Notations: \_\_\_\_\_  
\_\_\_\_\_

Associated Fees: \_\_\_\_\_ Paid:  Yes  No

## **FREEDOM OF INFORMATION POLICY**

The City of Pickens has a long-standing policy of vigorously upholding the Public's right to know the activities of its government, but find it necessary to adopt a written policy to advise its employees. With regard to our own records, this office discloses records in compliance with the state's Freedom of Information Act. All FOIA requests must be submitted in writing and will be responded to within fifteen (15) working days. We act expeditiously to fully disclose those records accessible under the Act. We consider it to be misconduct for an employee to not meet both the requirements and spirit of the Act. This City is governed by FOIA restrictions to legal files 30-4-40(3), 30-4-40(4), and 30-4-40(7); 30-4-40(2) and Budget and Control Board regulations for personal records (19-708.06), and personnel records (30-2-50(c)). Persons provided personal information are made aware of limitations placed upon its use by statutes.

In meeting our obligations to the public, we adhere to the following:

- All media requests will be directed to the City Administrator. Formal FOIA requests must be received in writing with the exception of City Council Minutes from the last six months and crime reports for the past 14-day period. Responses will be coordinated with the City Attorney.
- Case status inquiries will be answered by the City Administrator with assistance from the Chief of Police. Attorneys receiving inquiries regarding cases they are assigned or assisting with should refer inquiries to the City Administrator. Typically, the City will only acknowledge the existence of a file in a matter already public. We do not comment on the specific status of any investigation or case outside of the public record. We will acknowledge receipt of a request to investigate a matter or the filing of legal papers in any suit. We do not comment upon or confirm matters before the State Grand Jury.
- Non-media requests for copies of documents must be immediately referred to the City Administrator to coordinate FOIA responses. He/she will contact the appropriate staff to determine the availability of the requested documents, any cost for reproducing documents, and arranging for the viewing or duplication of the requested documents. The City Administrator will respond in writing to the request after reviewing the matter with the City Attorney.
- The City will provide materials at no charge to the media and the public if the total costs are expected to be less than \$50. When the estimate exceeds that amount, the requestor may be charged twenty cents (.20) per copy. Payment may be required in advance. Businesses requesting copies of documents that do not qualify as FOIA requests may be charged twenty cents (.20) per copy plus postage. The City may also charge for labor to make the information available for review. This labor would be for the retrieval of records from storage sites and preparation of papers for public review. Labor costs will be calculated using the hourly rate of the lowest paid employee collecting information for the request.