

BRIDGES PREPARATORY SCHOOL
FOIA POLICY
10/26/21

All requests for information under South Carolina Code of Laws Title 30 — Public Records Chapter

4 Freedom of Information Act (FOIA) must be submitted in writing to Bridges Preparatory School.

Submit FOIA Request by letter to the Board Chair, Bridges Preparatory School, 555 Robert Smalls Parkway, Beaufort, SC, 29906

In accordance with the Freedom of Information Act, the school has 10 working days to determine if the information you request is publicly available under the Freedom of Information Act.

Please include all of the information listed below in your FOIA request:

- Your full name
- Organization
- Full address including street, city, state and zip code
- Email address
- Telephone number
- A detailed description of the public records or information you are requesting
- Date

FOIA provides the public with access to a public agency's existing non-exempt records. It does not require the district to generate or create records.

Certain categories of documents such as personnel records; student records; test and examinations used to evaluate student or employee performance; records relating to the security of students, staff, or property; records protected from disclosure under attorney-client privilege; executive session materials; etc. may be

withheld.

The school has a practice of charging individuals or entities requesting information under the Freedom of Information Act “the actual cost of searching for or making copies of records,” as permitted in S. C. Code Section 30-4-30(b). This includes, but is not limited to, charges for staff time and the cost of copying and printing materials.

Once we receive a written FOIA request, we will provide you an estimate of the costs. You must send a deposit of half the estimated cost before the school can begin filling your request.

You will pay the remaining balance when you pick up the information.

CHARGES FOR THE PRODUCTION OF RECORDS

The FOIA allows the school to establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, and redaction of records. S.C. Code Ann. §30-4-30(B). The school may amend the charges for costs when determined appropriate by the Board Chair.

A. Labor Costs

Each department providing records in a response to a FOIA request is responsible for providing the number of hours required to complete the response to Finance Department. The number of hours will be charged for the actual time spent by school staff in producing the requested records rounded down to the nearest 15-minute increment. The hourly rate “shall not exceed the prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request.” S.C. Code Ann. §30-4-30(B).

The labor cost will be calculated according to the following guidelines:

Service Cost

Search and Retrieval by the
Finance Department
(excluding IT Department)

Department Staff: \$14.00/hour Department Director:

\$24.00/hour Assistant Administrator: \$50.00/hour

Retrieval of Electronic Records by

the IT Department

IT Department: \$33.00/hour

*Redactions FOIA Specialist: \$14.00/hour Legal Department:

\$30.00/hour

*Cost of redactions are based on one (1) minute per page requiring redaction

B. Copying and Other Costs

When physical copies of the records are requested, the school shall provide the requestor the

current rate of the schools copying cost per page. The charge for copying must reflect the

actual costs incurred by the school. The charges in this Section do not include records that are

provided electronically to the requester.

The school may charge for the actual cost of the medium used to provide the records including,

but not limited to, thumb drive, CD, or DVD; and for the actual cost of postage and packaging

associated with mailing the responsive records.

Copying and other costs will be calculated according to the following guidelines:

Service Cost

Printed Copies of Records

(excluding GIS Maps)

\$0.20 per page (up to 11x17 only)

GIS Maps \$10.00 up to 11x17

\$20.00 larger than 11x17

USB Drive \$7.00 each