

The business of Edgefield County School District is open to public review, as is required by the South Carolina Freedom of Information Act.

We do not make public, and will not produce in response to your request, those records that may be exempted under state law, including, but not limited to, trade secrets, personal information of students or teachers, confidential proprietary information, privileged communications, or protected information. We do not provide personally identifiable student information. We abide by all laws and regulations pertaining to the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act, and do not make public any records protected under these Acts.

You can submit your FOIA request by:

Mail: Office of Superintendent
Edgefield County School District
PO Box 608
Edgefield, SC 29824

Freedom of Information Act (FOIA) fee schedule

Photocopying - There will be no charge for a single request for compilation and/or reproduction of up to 10 pages. After 11 pages or more, the charge for photocopying is calculated at \$0.10 per page for black and white copies or \$0.80 per page for color pages, or the prevailing commercial rate at the time of the request.

Employee/Administrative Time - Search, retrieval, and redaction costs of records will be charged at 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 search, retrieval, and, if appropriate, redaction. Records requests involving specialized, technical, or confidential information, or otherwise requiring redaction, will in many cases require an employee with a higher salary to perform the search, retrieval, and/or redaction. The fee rate, accordingly, will vary based on the nature of the records requested, depending on the necessary skill and training level necessary. However, the current minimum applicable fee rate is \$25 per hour. Employee time will be billed based on 1/4 hour increments.

Estimation of fees and payment - A reasonable deposit based on the expected cost will be required prior to searching for and/or copying the requested records. The requester will be notified of the charges assessed for fulfilling an information request. Actual costs will be recorded throughout the process, and will be reconciled with the requester upon completion. A deposit of 25% of the reasonably anticipated cost for searching for, redacting, and copying the requested information may be required by the district prior to collection and/or fulfillment of the request.