

Requests for Records under SC Freedom of Information Act

The South Carolina Office of the Inspector General (SIG) complies with all requirements of the SC Freedom of Information Act (FOIA) found in SC Code of Laws §30-4-10 et seq. Under FOIA, the SIG has 10 business days (or 20 business days for requests for records over two years old) to inform the requestor of the availability of non-exempt publically available documents specific to the request and to arrange a mutually suitable date and time for document review and/or provide publically available documents.

The SIG follows the definitions, procedures, and exemptions listed in the FOIA statutes. In addition, there may be other state and federal restrictions applicable to the records requested from the SIG. The SIG abides by all laws and regulations protective of certain information.

When making a request for publically available documents, please state that the document(s) is (are) requested under provisions of the SC Freedom of Information Act. Be as specific as possible about the information requested.

Please submit your FOIA request in one of the following manners:

Email: oig@oig.sc.gov or **Mail:** Freedom of Information Office
South Carolina Office of the Inspector General
111 Executive Center Drive, Suite 204
Columbia, S.C. 29210

Reasonable Costs

The SIG's official record is electronic. Production of a document responsive to a FOIA request will be in electronic format as contained in the file. For those documents still maintained in hard copy, the SIG will provide a scanned copy of the document in electronic format. The SIG charges reasonable costs for providing documents and fees will be assessed uniformly. The State Inspector General must approve any reduction or waiver in fees in advance. A deposit of up to 25% of the anticipated cost may be assessed prior to processing a request.

<u>Hourly Rate:</u>	\$29.00* (*No charge if research, retrieval, scanning and/or redaction is less than one hour)
<u>Electronic Copies:</u>	No Charge
<u>Paper Copies:</u>	\$0.15/page
<u>CD/DVD Fee:</u>	\$5 per disk
<u>Deposit Pre-Production:</u>	25% of estimated cost.
<u>Waiver of Costs:</u>	At the discretion of the Inspector General