

Aiken Housing Authority is subject to the South Carolina's Freedom of Information Act (FOIA), Chapter 4, Title 30, Code of Laws of South Carolina.

All requests for information under FOIA should be submitted, in writing, to Chanosha Lawton, Chief Executive Officer. Requests may be directed to Ms. Lawton's attention by email to [clawton@aikenhousing.org](mailto:clawton@aikenhousing.org) (copying Ms. Nikia Carter, Director of Operations and Human Resources, at [ncarter@aikenhousing.org](mailto:ncarter@aikenhousing.org)), or via mail to Ms. Lawton's attention at P.O. Box 889, Aiken, SC 29802.

### **FOIA Requesting Information**

All FOIA requests should be in writing, signed by the requester, and should include the following information:

Name

Organization

Address

Email Address

Telephone Number

Detailed description of the public record being sought

Date of request

Confirmation that the information will not be used for commercial solicitation

### **FOIA Exemptions & Prohibitions**

The FOIA permits the Aiken Housing Authority to exempt certain records from disclosure. A full list of exemptions can be found in the FOIA. In the event a portion of, but not the entire, record is exempt from disclosure, the Aiken Housing Authority may redact the portions of the record that are exempt from disclosure and disclose the remaining portions of the record.

Please note that South Carolina law (FOIA Section 30-4-50) prohibits the obtaining or use of public records for commercial solicitation directed at any person.

### **Timeline**

Under the FOIA, the public body has 10 business days (excluding weekends and holidays) to notify the requester of the public availability of the requested record. Once notification has taken place, the Aiken Housing Authority will produce the requested records within the statutory time limits set forth in the notification in accordance with the FOIA.

## **Schedule of Fees for Public Records South Carolina Freedom of Information Act (§ 30-4-30(B))**

The Aiken Housing Authority will charge reasonable hourly fees for the search, retrieval, and, when appropriate, copying, and redaction, of records produced in response to a FOIA request. Additionally, the Aiken Housing Authority will charge a reasonable rate for copies. The Aiken Housing Authority may, in its sole discretion, charge a deposit not exceeding 25% of the total estimated fee will be required prior to commencing the retrieval and production of records. The Aiken Housing Authority will produce responsive documents upon payment of its incurred costs.

Reasonable efforts will be made to produce records at the lowest possible cost, and the following fee schedule will apply:

- Copying costs will be charged at a commercially reasonable rate of \$0.10 per page, and, the fee for non-standard size documents, such as architectural plans or property plats, will be individually determined at the time of copying based on actual copying cost.
- 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. The current hourly rate charged for responsive FOIA requests is \$25.00 per hour. Employee time will be billed based on 1/4 hour increments.

The fee schedule may vary from time to time as salaries and commercially reasonable copying costs change.