



**SHARON S.C.**

## **Town of Sharon Freedom of Information Act Policy (FOIA)**

The Town of Sharon has many public documents posted on our webpage, for example: meeting agendas and minutes, yearly audits, newsletters, etc. If you would like to view or obtain a copy of a public record that is not found on this website, you must follow the procedures set forth in the Town's **Freedom of Information Policy**.

This policy was established to provide a comprehensive and expedient procedure for the public to access Town records in accordance with State law. After reviewing the Policy, complete the **FOIA Request Form** and return to the Town. All Freedom of Information Requests should be sent to the attention of the Town Administrator by mail to PO Box 186, Sharon SC 29742; or by email to Dawn Helms at townofsharon@comporium.net.

Pursuant to Section 30-4-30(c) of the Code of Laws of South Carolina (1976), as amended, a **response** to a FOIA request must be made within 10 business days of receipt of the request if the record is less than 24 months old (2 years); 20 working days if older than 24 months old (2 years). The response will include the timeframe anticipated for fulfilling the request. The Town shall **produce** the requested records within 30 calendar days from when it initially responds that the request will be fulfilled for records less than 24 months old (2 years old); 35 days for records over 24 months (2 years) old.

The Town Administrator will determine if any information in the request is exempt from disclosure. The Town Administrator may consult with the Town Attorney on any FOIA request. In the absence of the Town Administrator for a period of three working days or longer, FOIA requests will be directed to the Town Clerk.

**All associated fees must be paid at the time the requested records are released. A fee will be applied for preparing, copying, retrieving and/or redacting the requested records.**

**Prints/copies 8.5"x11"**

\$0.05 Black and White and \$0.10 Color per page.

### **Records Research**

Hourly fee shall be based on the hourly rate of the person researching the requested records.

**Special Computer Programming** - \$50 per hour (minimum of 1 hour)

**CD/DVD/Thumbdrive** - Based on cost of media

Payment for all transactions should be made payable via cashier's check, money order, or cash to:

Town of Sharon

PO Box 186

Sharon SC 29742

11/10/2025//dh