

## FREEDOM OF INFORMATION ACT REQUESTS: SCDPPPS GENERAL INFORMATION AND RATES

**i** When making a request for publicly available documents, please state that the document you seek is being requested under provisions of the South Carolina Freedom of Information Act. Be as specific as possible about the information you're requesting.

You may submit your FOIA request to **FOIA@ppp.sc.gov**. Be sure to include your email address and a phone number if you want a call back.

Information and data obtained in the discharge of the official duties of SCDPPPS and its staff is privileged (SC Code Section § 24-21-290) and shall not be disclosed or released except as required by law or specifically authorized by Department policy.

## CHARGES FOR RECORDINGS AND OTHER RELEASABLE INFORMATION

**i** When individuals request information and/or copies of releasable records or documents, the following rates apply:

- **Audio recordings** *\$17.50 each*
- **Copying or printing** *\$0.50 per page*
- **Certified copies** *\$5.00 per page*
- **General information requests involving *more than 15 minutes* of employee staff time to research** *\$10.00 per hour*
- **Copies of researched records/documents** *\$0.50 per copy*
- **General information requests that require *less than 15 minutes to research* (When minimal research time is required, no search charge will be levied)** *\$.50 per copy*

**i** \*\*If the charge is expected to exceed \$50.00, a deposit for searching and/or copying may be required of the individual requesting information.

\*\*Payment must be made in cashier's check, or money order only, payable to "South Carolina Department of Probation, Parole, and Pardon Services." A receipt will be issued to the purchaser.