



James Island Charter High School

Policies and Procedures

Subject: Freedom of Information Act Requests

Approval: Approved by the Board of Directors on 12/15/2008

Approval Summary: Unanimous approval.

Purpose: To establish policies and procedures to be followed in responding to requests for information made under the South Carolina Freedom of Information Act (FOIA).

Background: As a public body, James Island Charter High School is required to comply with FOIA. The Charter Board of Directors should approve a procedure to be used when requests for information are made pursuant to FOIA.

Policy: As a public body, James Island Charter High School will endeavor to provide information in a timely fashion to the public and to the media.

All requests for information under FOIA must be submitted to JICHS in writing, except as provided in South Carolina Code of Laws § 30-4-30(d) regarding minutes of meetings for the preceding six months. Any James Island Charter High School employee receiving a written request for information under the FOIA shall notify the Principal immediately of such request, and the Principal or his Designee will determine how the request will be addressed. In instances where the Principal is not able to make a clear decision on the request, the Principal shall consult with James Island Charter High School's attorney for an opinion regarding the release of the requested information.

The requestor will be informed that there will be a copying charge of \$.50 per page for 8 1/2 x 11 and \$1.00 per page for 11 x 17 plus a charge of \$30.00 per hour of staff time involved in research and preparation. The requestor must agree to pay the charges before the information is processed pursuant to the request. If the estimated charges are in excess of \$50, the requestor must provide a deposit in the amount of 50% of the estimated charges before the request for copies will be processed. All charges must be paid before material is released. The charges outlined above may be amended from time to time provided that records requested

under the FOIA shall be furnished at the lowest possible cost to the requestor.

Notwithstanding the provisions in the preceding paragraph, no charges will be made for requested information in the following circumstances:

1. A request from a member government for information and other materials if the request is specific, the information is readily available, and only one copy of the information is provided.
2. Any information requested when the cost of copies and providing the information would be \$5.00 or less.

When there is a request for material to be faxed, the following conditions will be followed:

1. There will be a 20 page limit;
2. Requestor must pay for long distance calls, if any.

When there is a request for the material to be mailed, the following conditions will be followed:

1. Requestor must pay in advance for all materials;
2. Requestor must pay the cost of registered or certified mail.

When a specific member jurisdiction may be affected by the release of information under the FOIA, the Principal or his Designee will notify the affected member jurisdiction of that request and of the decision with regard to the disposition of the request.