

HORRY-GEORGETOWN TECHNICAL COLLEGE

POLICY

Number: 3.5.5
Title: Freedom of Information
Authority: Title 59, Chapter 53, Sections 810-860 of the
1976 Code of Laws of South Carolina, as Amended
Responsibility: Vice President, Human Resources and Employee Relations

Original Approval Date: 04-10-2008
Last Cabinet Review: 09-21-2016
Last Revision: 09-21-2016

Chairperson

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

It is the policy of the State Board for Technical and Comprehensive Education (SBTCE) to allow the public access to public records and documents, subject to any limitations of the South Carolina Freedom of Information Act (FOIA). The information provided to requestors shall not be used to contact any person directly for the purpose of commercial solicitation.⁽¹⁾ The costs assessed shall be uniform, and will not exceed the actual cost of searching for or making copies of records.

Upon receipt of a written request for information, a preliminary determination will be made as to whether the information is available, and the reasons for such determination. The requestor of information will be informed in an accurate, timely and professional manner, not to exceed fifteen (15) days,⁽¹⁷⁾ whether the requested records are available for inspection and copying. Such determination shall constitute the final opinion of the agency as to the public availability of the record.

Generally, requests for information under the Freedom of Information Act must be in writing, except when the requestor appears in person for certain information that must be disclosed pursuant to statute.⁽¹⁸⁾

⁽¹⁶⁾ *South Carolina Family Privacy Protection Act, S.C. Code 30-12-10 et. seq.*

⁽¹⁷⁾ *Saturdays, Sundays, and legal public holidays are excepted when calculating fifteen days.*

⁽¹⁸⁾ *S.C. Code Ann. 30-4—30(d)*