

STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION

STATEMENT OF POLICY

POLICY NUMBER: 8-0-107

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POLICY TITLE: FREEDOM OF INFORMATION

LEGAL AUTHORITY: Section 30-4-10 et. seq. of the South Carolina Code of Laws, As Amended.

DIVISION OF RESPONSIBILITY: Human Resource Services

DATE APPROVED BY BOARD: January 22, 2008

DATE OF LAST REVISION: June 6, 2011

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 SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM. THE STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION/THE SC TECHNICAL COLLEGE SYSTEM RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

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 the provisions of the South Carolina Freedom of Information Act (FOIA). Information provided to requestors shall not be used to contact any person directly for the purpose of commercial solicitation.¹ Any costs assessed shall be uniform, and will not exceed the actual cost of searching for or making copies of records.

Date Last Review: June 6, 2011

¹ South Carolina Family Privacy Protection Act, S.C. Code 30-2-10 et. seq.

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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,² 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.³

² Saturdays, Sundays, and legal public holidays are excepted when calculating the fifteen days.

³ S.C. Code Ann. §30-4-30(d)