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## Freedom of Information Act (FOIA) Policy

As per South Carolina's Freedom of Information Act (FOIA), St. Andrews Public Service District's (SAPSD) official policy is as follows:

- Upon receiving a FOIA inquiry, SAPSD personnel shall provide the inquirer with the proper FOIA request form. The SAPSD FOIA request form can be found on the website at <https://www.standrewspsd.org/links-and-resources> or requested from the Administration Office.
- Once the FOIA request is submitted, SAPSD has 15 business days to decide whether to comply or claim an exemption. If SAPSD complies, the inquirer typically receives the records within 15 working days, however SAPSD has a reasonable time after their response to gather data if needed.
- If a part of the record is withheld, SAPSD must disclose which FOIA exemption justifies the denial.
- If SAPSD does not respond to the inquiry within 15 business days, the request is considered granted.
- SAPSD charges \$0.25 per page of information which will be collected at the time the information is retrieved from the Administration Office.
- The information can be delivered overnight for an additional service fee.
- For additional information and questions, please contact Human Resources at 843-556-6310 or [info@standrewspsd.org](mailto:info@standrewspsd.org).