

## RESOLUTION 08-17-01

### ESTABLISHING A POLICY OF THE CITY OF HARTSVILLE REGARDING THE HANDLING OF REQUESTS FOR PUBLIC RECORDS UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT; AND OTHER MATTERS RELATED THERETO.

**WHEREAS**, the City Council of the City of Hartsville (the “**Council**”), the governing body of the City of Hartsville, South Carolina (the “**City**”), recognizes the findings of the General Assembly of South Carolina that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy; and

**WHEREAS**, in order to ensure that the City conducts public business in an open and public manner, it shall be the policy of the City to comply with both the letter and the spirit of the Freedom of Information Act (“**FOIA**”), as codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended, and in particular the amendments set forth in Act 67 of 2017; and

**WHEREAS**, the Council has determined that a formal City policy regarding the submission and processing of requests for access to public records under FOIA, including a form to be used for the submission of requests and a certification of fulfillment of said requests (respectively, the “**FOIA Policy**,” the “**Request Form**,” and the “**Certification**”), attached hereto as **Exhibit A**, should be amended to provide the public and City employees with clear requirements and practices that will permit the City to operate in an open and public manner.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the City Council of the City of Hartsville, as set forth below:

**Section 1.** Pursuant to the findings above, the Council hereby adopts its Policy Regarding Requests for Public Records Under the Freedom of Information Act (the “**Policy**”), a copy of which is attached hereto.

**Section 2.** In adopting the Policy, the Council has determined that the Fee Schedule for Staff Time and Copies included in the Policy is an accurate reflection of the actual cost of searching for and making copies of records. The schedule has been approved by the terms of this Resolution, but may be updated in the reasonable discretion of the Council by subsequent resolution or by the approval of its annual budget ordinance.

**Section 3.** In approving this Resolution and the Policy, the Council expressly adopts any and all exemptions, restrictions and limitations from disclosure contained within FOIA as may be amended from time to time, and any additional exemptions, restrictions or limitations from disclosure that may be provided for now or in the future under South Carolina or Federal law.

**Section 4.** The Policy is effective immediately upon the adoption of this Resolution.

**DONE AND ADOPTED ON THE 8th DAY of AUGUST, 2017.**

CITY OF HARTSVILLE, SOUTH  
CAROLINA

(SEAL)

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Carl M. (Mel) Pennington IV, Mayor

ATTEST:

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Sherron L. Skipper, City Clerk

**EXHIBIT A**  
**FOIA POLICY**