

HOUSING AUTHORITY OF THE CITY OF ROCK HILL

Freedom of Information Act (FOIA) Request

The Housing Authority of the City of Rock Hill recognizes the South Carolina Freedom of Information Act (South Carolina Code 30-4-10) enacted by the South Carolina General Assembly which gives every citizen the right to access government meetings, documents and records. By standardizing the Housing Authority of the City of Rock Hill's procedures for processing Freedom of Information Act (FOIA) requests and establishing reasonable fees for such requests, the Authority will ensure its compliance with FOIA and its intended goal of transparency of Housing Authority operations and policies.

All requests for information pursuant to the South Carolina Freedom of Information Act (FOIA) must be made in writing and submitted in person or by mail, email or fax to the Housing Authority of the City of Rock Hill. To ensure accuracy in the Authority's response, all requests should be as descriptive as possible. In accordance with FOIA, the Housing Authority of the City of Rock Hill must:

- for records less than 24 months old, notify the person making the request of the Housing Authority's determination as to the public availability of the requested public record¹ within 10 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 30 calendar days of the latter of either Housing Authority's notification as to the availability of the requested public record or the date an advance deposit is made if required by the Housing Authority.
- for records more than 24 months old, notify the person making the request of the Housing Authority's determination as to the public availability of the requested public record¹ within 20 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 35 calendar days of the latter of either Housing Authority's notification as to the availability of the requested public record or the date an advance deposit is made if required by the Housing Authority.

A written FOIA request is not required to obtain the following:

- Minutes of meetings for the past six months
- Documents produced by the Housing Authority or its agents and distributed to or reviewed by members of the public body during a public meeting in the past six months
- All reports related to the nature, location and substance of a crime committed in the last 14 days
- Documents identifying individuals confined to any jail, detention center or prison in the past three months (excluding restricted juvenile records)

In order to assist citizens making FOIA requests, the Housing Authority of the City of Rock Hill has developed the attached suggested FOIA Request Form at Exhibit A. This form is only intended to ease the process for citizens when making their written FOIA requests and is not a requirement by the Housing Authority to process any written requests it receives. Refer to Exhibit B below for

the Fee Schedule outlining reasonable costs that may be incurred by the requesting party during the Housing Authority of the City of Rock Hill's FOIA request processing. If fees apply, up to a 25% deposit may be required prior to staff starting the research process.

Pursuant to S.C. Code Ann. § 30-2-50, a person or private entity shall not knowingly obtain or use salary or personal information obtained from the Housing Authority for commercial solicitation.

[1] The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws

Any questions about the Housing Authority's FOIA policy should be directed to the Executive Director's Office at 803-324-6351 or email drobison@rhha.org.

(Please see forms below)

EXHIBIT "A"

**HOUSING AUTHORITY OF THE CITY OF ROCK HILL
FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS**

DATE OF REQUEST: _____

REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____ **PHONE:** _____

Please indicate the department the request should be forwarded to:

- Public Housing Operations
- Housing Choice Voucher Operations
- Maintenance Operations
- Administrative/Finance/Purchasing Operations
- Other _____ (Please specify)

Description of records requested:

Are these records for a commercial use/purpose? Yes or No (Circle one)

Pursuant to S.C. Code Ann. § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from the Housing Authority for commercial solicitation.

Please indicate how you would like to receive this information:

- Inspection at Housing Authority Office
- Hard copy for pick up
- Hard copy by mail (Will be sent to address above)
- Fax to: _____
- Email to: _____
- Other: _____

In accordance with FOIA, the Housing Authority of the City of Rock Hill must:

1. For records less than 24 months old, notify the person making the request of the Housing Authority's determination as to the public availability of the requested public record¹ within 10 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 30 calendar days of the latter of either the Housing Authority's notification as

to the availability of the requested public record or the date of the advance deposit is made if required by the Housing Authority.

2. For records more than 24 months old, notify the person making the request of the Housing Authority's determination as to the public availability of the requested public record¹ within 20 working days (excludes Saturdays, Sundays and legal public holidays) and produce the requested information within 35 calendar days of the latter of either the Housing Authority's notification as to the availability of the requested public record or the date of the advance deposit is made if required by the Housing Authority.

The Housing Authority may require an advance deposit of up to 25% of the reasonably anticipated costs for reproduction of the records prior to the Housing Authority searching for or making copies of records.

By my signature, I hereby state that I have received information about the Housing Authority of the City of Rock Hill's FOIA process and a copy of the fee schedule outlining possible charges I may incur as part of this request. I also certify to the Housing Authority of the City of Rock Hill that I will not use personal information obtained from the Housing Authority for purposes of commercial solicitation nor will I provide such personal information to others for purposes of commercial solicitation.

Signature: _____ **Date:** _____

Please submit your request to: Housing Authority of the City of Rock Hill, Executive Director's Office
P.O. Box 11579 Rock Hill, SC 29731
Fax: (803) 324-5857 Email: drobinson@rhha.org

FOR OFFICE USE ONLY	Date Received: _____	Date of Initial Response: _____
Housing Authority Legal Counsel Involvement:	Yes or No	(Circle one)
Associated Fees: _____	Paid: Yes or No	(Circle one)

EXHIBIT "B"

**HOUSING AUTHORITY OF THE CITY OF ROCK HILL
PUBLIC RECORDS REQUEST
SCHEDULE OF FEES**

Description	Price
Search/Retrieval Time	\$7.50 per every 30 minutes
Black & White Copy Price per Page – Standard Letter Size (8 1/2" x 11)	\$.15
Black & White Copy Price per Page – Legal Size (8 1/2" x 14)	\$.15
Color Copies	\$.25
Copy charges for oversized documents that must be outsourced for duplication/reproduction	Actual cost
Note: Payment is required prior to or at the time of production of any requested records.	