

Under the Freedom of Information Act (FOIA), Anderson School District Five has 10 business days within which to inform you of the availability of the non-exempt public records that you have requested and to provide a time and cost estimate to provide those public records to you. If the FOIA request seeks records more than 24 months old, then the district has 20 business days to provide this notification.

Please note that it is against South Carolina law to obtain or use public records for commercial solicitation. [S.C. Code Ann. § 30-2-50](#). There are penalties involved for noncompliance with the state's prohibitions against using information secured through a FOIA records request for commercial solicitation. We do not guarantee that a records search will result in any responsive records being located.

We do not make public, and will not produce in response to your request, those records that may be exempted under state law, including, but not limited to, personal information of students or teachers, confidential proprietary information, privileged communications, or protected information. We do not provide personally identifiable student information. For a partial list of exemptions under the law, please see [S.C. Code Ann. § 30-4-40](#). Under South Carolina law, "Documents may be furnished when appropriate without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public." Anderson School District Five will make the final determination as to whether a request made under the Freedom of Information Act is one primarily benefiting the general public. Additionally, we abide by all laws and regulations pertaining to the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act, and do not make public any records protected under these Acts.

The district has a practice of charging individuals or entities requesting information under the Freedom of Information Act "the actual cost of searching for or making copies of records," as permitted in S. C. Code Section 30-4-30(b). This includes, but is not limited to, charges for staff time and the cost of copying and printing materials.

Once we receive a written FOIA request, we will provide you an estimate of the costs. You must send a deposit of 25% of the estimated cost before the district can begin filling your request. You will pay the remaining balance when you pick up the information. Copying fees for all requests will be 10 cents per page.