

**RESOLUTION NO. 2021 / 12**

**A RESOLUTION TO SET FORTH A UNIFORM POLICY FOR PROCESSING, RESPONDING TO, AND TRACKING REQUESTS FOR PUBLIC RECORDS IN COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT SC CODE OF LAWS 30-4-10 et seq.**

**WHEREAS**, the South Carolina Freedom of Information Act, which is codified at Title 30, Chapter 4 of the Code of Laws of South Carolina 1976, as amended, (the “*Act*”) declares 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 County conducts public business in an open and public manner, it shall be the policy of the County 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

**WHEREAS**, the County Council of Beaufort has determined that a formal policy regarding the submission and processing of requests for access to public records under FOIA should be adopted to provide the public and County’s employees with clear requirements and practices that will permit the County to operate in an open and public manner.

**NOW THEREFORE BE IT RESOLVED**, by County Council of Beaufort County (the “*Governing Body*”) 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 Governing Body 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 Governing Body by subsequent resolution or by the approval of its annual budget.

**SECTION 3.** In approving this Resolution and the Policy, the Governing Body 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.

Adopted this 12<sup>th</sup> day of April, 2021.

COUNTY COUNCIL OF BEAUFORT COUNTY

  
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Joseph Passiment, Chairman

ATTEST:

  
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Sarah Brock, Clerk to Council