**Freedom of Information Act Request**

Pursuant to the [South Carolina Freedom of Information Act](https://www.scstatehouse.gov/code/t30c001.php), the Florence Regional Airport will provide copies of public records in its custody unless the records are exempt from disclosure under[S.C. Code of Laws §30-4-40](https://www.scstatehouse.gov/code/t30c004.php#30-4-40). All requests can be submitted via the email provided below or mailed to the following address:

Florence Regional Airport
ATTN: Executive Director’s Office– FOIA
2100 Terminal Drive
Florence, SC 29506

canderson@flyflo.us

Requests can also be hand-delivered or made in person at the mailing address listed above.

Upon receipt of a written FOIA request for records, the Florence Regional Airport Executive Director’s Office will determine if the records are available. The requestor will be notified of this determination within 10 business days for records less than two years old, or within 20 business days for records more than two years old.

If it is determined that the requested records are available and not exempt from disclosure, the records will be furnished within 30 calendar days of the determination, or within 35 calendar days if the records are more than two years old.

See Fee Schedule on next page for additional information

**FOIA Fee Schedule:**

Records requested under FOIA shall be furnished at the lowest possible cost to the person requesting the records.

The current Florence Regional Airport FOIA fees and rates are:

|  |  |
| --- | --- |
| Cost of copies per page | $0.15 - black and white$0.35 - color |
| Hourly charges for search, retrieval and redaction of records based on the hourly salary of the lowest paid employee of the department in which the records are being retrieved who has the necessary skill and training to fulfill the request.  | $15.00 |

Fees are not charged for examination and review to determine if the documents are subject to disclosure.

A deposit not to exceed 25% of the total reasonably anticipated cost for reproduction of the records may be required prior to the Florence Regional Airport searching for or making copies of records.

Fees are uniform for copies of the same record or document and do not exceed the prevailing commercial rate for the producing of copies.

Copy charges do not apply to records that are transmitted in an electronic format.

If records are not in electronic format and the Florence Regional Airport agrees to produce them in electronic format, the Florence Regional Airport may charge $15.00 per hour for the staff time required to transfer the documents to electronic format.

Documents may be furnished when appropriate without charge or at a reduced charge where the Florence Regional Airport 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.

The full amount of the total cost must be paid at the time of the production of the request.