



January 9, 2019

**Jennifer Staton, MS, CSP**  
Risk Manager  
Beaufort County School District

By email to [Jennifer.Staton@beaufort.k12.sc.us](mailto:Jennifer.Staton@beaufort.k12.sc.us)

**RE: Freedom of Information Act Request Regarding District Leave Policies**

Dear Ms. Staton:

This letter constitutes a formal request under the South Carolina Freedom of Information Act, S.C. Code § 30-4-30, by the American Civil Liberties Union of South Carolina (ACLU-SC) for public records regarding certain leave policies of the Beaufort County School District.

“Public record” includes all books, papers, maps, photographs, cards, tapes (both audio and visual, vhs, dvd or cd), recordings, or other documentary materials or electronic materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. S.C. Code § 30-4-20(c). Pursuant to S.C. Code § 30-4-30, we request that your office produce the following public records:

1. All policies concerning the sharing among employees of accumulated paid leave time, including but not limited to, paid sick leave time.
2. All policies concerning employees’ entitlement to leave under the Family and Medical Leave Act (FMLA) for the birth or adoption of a new child, when both parents of the new child are employed by the district.

In accordance with S.C. Code § 30-4-30 we request a response to this request within **15 working days** of receipt. All data that are stored in an electronic format should be provided on a CD-ROM or other electronic format where available.

The ACLU requests a waiver of all fees pursuant to S.C. Code. § 30-4-30 because such a waiver is in the public interest. The ACLU is a non-profit tax-exempt organization dedicated to the protection of civil liberties and constitutional rights of all people. The ACLU serves an important public education function, regularly disseminating information of interest to the public through newsletters, news briefings, right-to-know brochures, and other public education materials. If you challenge our entitlement to a waiver of fees, and if incurred fees will exceed \$50.00, please contact me before the charges are incurred.

If you determine that some portions of the requested records are exempt from disclosure, we will expect that you provide us with any reasonable severable portion of the records sought, and an explanation for any applicable exemptions. Please furnish all applicable records to the following address:

Susan Dunn  
ACLU of South Carolina  
P.O Box 20998  
Charleston, SC 29413  
[sdunn@aclusc.org](mailto:sdunn@aclusc.org)

Thank you for your prompt attention to this matter. Do not hesitate to call me at (843) 282-7953 with any questions about this request.

Sincerely,

A handwritten signature in black ink, appearing to be 'SD', with a long horizontal line extending to the right.

Susan Dunn  
Legal Director