
From: Staton, Jennifer A
Sent: Monday, April 22, 2019 4:02 PM
To: efarrell@islandpacket.com
Cc: Foster, James H
Subject: RE: Freedom of Information Act (FOIA) Request Form

Ms. Farrell:

We are in receipt of your e-mail dated April 8, 2019, requesting information pursuant to the South Carolina Freedom of Information Act (FOIA). Specifically, you requested "the personnel files for Elizabeth Amanda O’Nan and Jerry Henderson, including hiring information as well as any information on disciplinary complaints or action taken since being hired.

While certain documents contained in employees’ personnel files are subject to release under the FOIA, that does not mean that all personnel records are required to be released. Certain private, personal and confidential employment records may be exempt from release under the FOIA.

The confidential and private nature of the employment records at issue is generally recognized under the FOIA in S.C. Code Ann. § 30-4-70-(a) (1), which provides for confidential discussion of employment matters. Additionally, § 30-4-40 (a) (2), exempts from disclosure records of a personal nature where public disclosure thereof would constitute unreasonable invasion of personal privacy.

The District will make records responsive to this request available to you, within the time requirements provided for under the FOIA, §30-4-30, subject to the exemption and redaction of records that are exempt from disclosure pursuant to the FOIA, §§ 30-4-40(a) (2) and (4).

In accordance with S.C. Code Ann. 30-4-30(B), the BCSD estimates search, retrieval, and redaction, if necessary, of documents to respond to your request will require 2 hours, for an estimated cost of \$76.44, plus 6 cents per copy. Costs may increase or decrease. A 25% deposit of the total reasonably anticipated cost is required before work will begin on your request. Please make all checks out to the Beaufort County School District and send to my attention. Additionally, the Island Packet/Beaufort Gazette has an outstanding balance due for prior FOIA requests of \$125.99. The balance will need to be paid before the BCSD will undertake additional work on your behalf.

Jennifer Staton, MS, CSP
Risk Manager
Beaufort County School District
843-322-2355 | Fax: 843-322-2389

From: JotForm <noreply@jotform.com>
Sent: Monday, April 8, 2019 9:30 AM
To: Foster, James H <James.Foster@beaufort.k12.sc.us>; Staton, Jennifer A <Jennifer.Staton@beaufort.k12.sc.us>
Subject: Re: Freedom of Information Act (FOIA) Request Form

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Freedom of Information Act (FOIA) Request Form

Enter your email address below to receive a confirmation email when you submit your data: (Optional)

efarrell@islandpacket.com

Name: Liz Farrell

Organization (if applicable): The Island Packet

Address: Street Address: 10 Buck Island Road
City: Bluffton
State: South Carolina
Zip Code: 29910
Country: United States

Home Phone Number: (843) 706-8140

Work Phone Number: (843) 706-8140

E-mail Address: efarrell@islandpacket.com

Public Records Requested (Description of Documents or Information Requested): Pursuant to South Carolina’s Freedom of Information Act, I am requesting the personnel files of Elizabeth Amanda O’Nan and Jerry Henderson, including hiring information as well as any information on disciplinary complaints or action taken since being hired.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes, so I ask you to waive any and all fees.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request be filled electronically, by e-mail attachment if available or jump drive if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days, as the statute requires.

You can [edit this submission](#) and [view all your submissions](#) easily.

