
From: Staton, Jennifer A
Sent: Wednesday, June 12, 2019 12:18 PM
To: Jeanette Santana
Cc: Foster, James H
Subject: RE: Public Records Request - SC

Ms. Santana-

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 one hour, for an estimated cost of \$31.51, 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.

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

From: Jeanette Santana <Jeanette_Santana@kellyservices.com>
Sent: Monday, June 3, 2019 11:15 AM
Subject: Public Records Request - SC

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Good morning,

Under the **South Carolina Freedom of Information Act, §30-4-10 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records for **ESS or Source 4 Teachers or Subteach USA for substitute services**. I would like to review their proposal, business reviews and the most current signed contract for substitute services. If your agency does not maintain these public records, please let me know who does and include the proper custodian's name and address.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00.

The South Carolina Freedom of Information Act requires a response time within **15 business days**. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Kind Regards,

Jeanette Santana | Executive Asst. | ☎ Phone 407-228-0400 | Fax 407-895-4465
3319 Maguire Blvd., Ste 150, Orlando, FL 32807

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