

PUBLIC'S RIGHT TO KNOW/FREEDOM OF INFORMATION

Code **KDB** Revised **10/17**

Purpose: To establish the board's vision for the public's right to know about board operations.

The board is a public body and its meetings and records are a matter of public information except as such meetings and records pertain to individual personnel and other classified matters as provided by law.

The official minutes of the board, its written policies and its financial records will be open for inspection at the superintendent's office as consistent with the South Carolina Freedom of Information Act. Any citizen may examine these documents during the hours when the office of the superintendent is open. However, no district employee will release records pertaining to individual students or staff members for inspection by the public or any unauthorized persons.

Information Requests

When an individual makes an information request to the district as provided by the South Carolina Freedom of Information Act (FOIA), the district will adhere to established procedures for processing, responding to, and fulfilling the request. All such requests must be made in writing to the superintendent. Certain records will be exempted from disclosure and/or redacted as permitted under state and federal law.

The schedule of fees for fulfilling requests will be posted on the district's website. A deposit of up to 25 percent of the reasonably anticipated costs for reproduction of any associated records may be required prior to processing the request. The full and actual costs of the response to an information request will be paid at the time the records are produced.

Adopted 10/5/98; Issued 4/15/13: Revised 10/2/17

Legal references:

- A. S. C. Code, 1976, as amended:
 - a. Section 30-4-10 et seq. – South Carolina Freedom of Information Act.