

Greenville County Redevelopment Authority (GCRA) **Freedom Of Information Act Policy and Fee Schedule**

Public records at GCRA are available under the South Carolina Freedom of Information Act (FOIA).

Pursuant to the South Carolina Freedom of Information Act, the Greenville County Redevelopment Authority (GCRA) 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.

Requests may be made by using GCRA's Freedom of Information Act request form (available on GCRA's website) and emailed to FOIA@gcra-sc.org. Additionally, requests can be sent to GCRA's office via mail (**Greenville County Redevelopment Authority, ATTN: FOIA Requests, 301 University Ridge, Suite S-4300, Greenville, SC 29601**), or via hand delivery to the same.

In order to obtain records, you must provide a reasonable description of the public records you are seeking. GCRA charges a fee for the cost of searching and/or making copies of records. In some instances, the fee to produce specialized records may exceed the costs listed in the fee schedule below. A deposit of 25% of the estimated costs for searching, retrieving, redacting and reproducing records may be required before searching for or making copies of records. The full balance must be paid at the time of production of the records.

When you have completed and submitted a request form, a response regarding the availability of the records will be sent to you. Pursuant to S.C. Code § 30-4-30 (C) for requests of records less than twenty-four (24) months old, an acknowledgment of the request will be sent within ten (10) business days; and for requests of records more than twenty-four (24) months old, an acknowledgment of the request will be sent within twenty (20) business days.

If the records in the request are identified, GCRA will work to furnish the records or have them available for inspection or copying no later than thirty (30) calendar days from the date on which the formal acknowledgement was provided, unless the records are more than two (2) years old, in which case GCRA will work to make the records available no later than thirty-five (35) calendar days from the date on which the formal acknowledgement was provided.

If a deposit is required, the records will be furnished or made available for inspection or copying no later than thirty (30) calendar days from the date on which the deposit is received, unless the records are more than two (2) years old, in which case they will be made available no later than thirty-five (35) calendar days from the date on which the deposit was received to fulfill the request. GCRA may impose reasonable rules concerning time and place of access to records.

Please note that if the requested records are not in an electronic format, and our office agrees to transfer the documents to an electronic format, there will be a charge for the staff time required to transfer the documents to an electronic format.

If some or all records to be searched are archived, additional fees may be charged to cover the cost of GCRA's IT vendor performing research and accessing archived/backed up records.

Commercial Solicitation Prohibition

Pursuant State Law at S.C. Code § 30-2-50 (A), a person or private entity shall not knowingly obtain or use personal information obtained from a state agency, local government, or other political subdivision of the state for commercial solicitation directed to any person in this state.

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Freedom Of Information Act Fee Schedule

Item	Fee
Black and white copies	\$0.10 per page
Color copies	\$0.25 per page
Flash drive	\$5.00 each
Search, retrieve, redact, reproduce	Appx. \$37 per hour*
Information Technology fee, if applicable <i>(to be determined on individual, as-needed basis)</i>	

*The fee for the search, retrieval, or redaction of records can vary, but will not exceed the prorated hourly salary of the lowest paid employee who has the necessary skill and training to perform the request.