



**TOWN OF LYMAN**  
**FREEDOM OF INFORMATION ACT POLICY AND FEE SCHEDULE**  
**South Carolina Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.**

Pursuant to the South Carolina Freedom of Information Act, the Town of Lyman ("Town") 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 or subject to Court hearing under S.C. Code of Laws § 30-4-110. All Freedom of Information Act ("FOIA") requests should be directed to:

Town of Lyman  
Attn: Town Clerk  
81 Groce Road  
Lyman, SC 29365  
Email: [nblackwell@lymansc.gov](mailto:nblackwell@lymansc.gov)

Upon receipt of written or electronic request for records under FOIA, the Town, will determine if the records are available. The Town will notify the requestor of this determination in writing or electronically within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days means (excepting Saturdays, Sundays and legal public holidays).

If the search/retrieval time is less than half an hour and/or the total number of documents responsive to the FOIA request is ten (10) pages or less, no reproduction fee will be charged.

If the Town determines that the requested records are available and are not exempt from disclosure, or subject to Court hearing, the records will be furnished to the requestor within thirty (30) calendar days of the written determination, or within thirty-five (35) calendar days if the records are more than two (2) years old.

A 25% DEPOSIT IS REQUIRED prior to searching for and/or copying records pursuant to a FOIA request, if search and retrieval time is greater than thirty (30) minutes and/or the number of pages to be produced is greater than ten (10) pages. The balance must be paid at the time of production.

If the Town requires a deposit prior to searching for or making copies of records, then the records will be furnished within thirty (30) calendar days of when the deposit is received. If the records are more than two (2) years old, the records will be produced within thirty-five (35) calendar days of when the deposit is received.

Pursuant to S.C. Code of Laws §34-4-30(B), fulfillment of FOIA requests is subject to fees for search and retrieval, as well as fees for providing copies of documents.