

**RESOLUTION ADOPTING A FREEDOM OF INFORMATION ACT (FOIA) POLICY
FOR THE CORINTH SHILOH FIRE TAX DISTRICT**

WHEREAS, the Corinth Shiloh Fire Tax District (“District”) is a public body subject to the requirements of the South Carolina Freedom of Information Act (S.C. Code Ann. § 30-4-10 et seq.); and

WHEREAS, the District recognizes its responsibility to provide public access to public records while protecting information exempt from disclosure under applicable law; and

WHEREAS, the District desires to establish uniform procedures for responding to requests for public records in compliance with state law;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Corinth Shiloh Fire Tax District as follows:

Section 1. Adoption of FOIA Policy

The District hereby adopts the following Freedom of Information Act (FOIA) Policy.

Section 2. Public Records

All public records of the District shall be open for inspection and copying unless exempt from disclosure pursuant to S.C. Code Ann. § 30-4-40 or other applicable law. Public records include all documentary materials, regardless of form, prepared, owned, used, or retained by the District.

Section 3. FOIA Officer

The Board hereby designates the Fire Chief as the FOIA Officer responsible for receiving and processing all FOIA requests.

The FOIA Officer’s contact information, including mailing address, email address, and telephone number, shall be publicly posted and maintained in accordance with state law.

Section 4. Requests for Records

All requests for public records must be submitted in writing and must reasonably describe the records sought. Requests may be submitted by U.S. Postal Service mail, or hand delivery, The request must be made using the Fire District's approved FOIA form and must be completed in full for consideration.

Section 5. Response Time

The District shall respond to requests as follows:

- **Ten (10) business days** for records less than twenty-four (24) months old; or
- **Twenty (20) business days** for records twenty-four (24) months old or older.

If the request is granted, the records shall be produced within:

- **Thirty (30) calendar days** for records less than twenty-four (24) months old; or
- **Thirty-five (35) calendar days** for records twenty-four (24) months old or older,

unless otherwise permitted by law.

Section 6. Fees and Charges

The District may charge reasonable fees not to exceed the actual cost of search, retrieval, redaction, and duplication of records.

- Copying: \$0.50 per page
- Labor: Based on the hourly rate of the lowest-paid qualified employee capable of performing the work

Fees shall not include the cost of determining whether the records are subject to disclosure and shall not exceed the actual cost of producing the records.

A deposit of up to twenty-five percent (25%) of the estimated cost may be required for requests exceeding \$100. Payment shall be required prior to the release of records.

When reasonably practicable, records shall be provided in electronic format to minimize costs.

Section 7. Inspection of Records

Public records may be inspected at no charge during the District's regular business hours, by appointment.

No fee shall be charged for inspection unless staff assistance beyond routine access is required.

Section 8. Exemptions

The District may withhold or redact records exempt from disclosure pursuant to S.C. Code Ann. § 30-4-40 or other applicable law, including but not limited to records involving personal privacy, medical information, law enforcement, security matters, and confidential commercial information.

Section 9. Format of Records

Records shall be provided in the format requested if readily available. If not readily available, records shall be provided in the most practical format maintained by the District.

Section 10. Denial of Requests

Any denial of a request shall be provided in writing, stating the reasons for the denial and the specific exemption relied upon.

The requester shall be notified of the right to seek judicial review in the appropriate court as provided by law.

Section 11. Severability

If any provision of this Resolution is held invalid, such invalidity shall not affect the remaining provisions.

Section 12. Effective Date

This Resolution shall take effect immediately upon adoption.

ADOPTED the 16th day of April 2026.

MODIFIED this 20th day of August 2026

CORINTH SHILOH FIRE TAX DISTRICT