

Williamsburg Technical College  
STATEMENT OF POLICY

**SECTION C – HUMAN RESOURCES MANAGEMENT**

Title <b>FREEDOM OF INFORMATION</b>	Number <b>C-24</b>
<b>LEGAL AUTHORITY: Section 30-4-10 et. seq. of the South Carolina Code of Laws, As Amended</b>	
Division of Responsibility <b>Administration and Finance</b>	Date      Page <b>8/17/20    1 of 1</b>
Approval President _____  Commission Chair _____	Supersedes Policy No. <b>C-24</b> Date <b>7/7/08</b>

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It is the policy of Williamsburg Technical College to allow the public access to public records and documents, subject to the provisions of the South Carolina Freedom of Information Act (FOIA). Information provided to requestors shall not be used to contact any person directly for the purpose of commercial solicitation. Any costs assessed shall be uniform, and will not exceed the actual cost of searching for or making copies of records.

Upon receipt of a written request for information, a preliminary determination will be made as to whether the information is available, and the reasons for such determination. The requestor of information will be informed in an accurate, timely, and professional manner, not to exceed fifteen (15) working days, whether the requested records are available for inspection and copying. Such determination shall constitute the final opinion as to the public availability of the record. Generally, requests for information under the Freedom of Information Act must be in writing, except when the requestor appears in person for certain information that must be disclosed pursuant to statute.