

Freedom of Information Act (FOIA) Policy

Approved by the York County Library Board of Trustees on Nov. 9, 2023

The York County Library complies with the [South Carolina Freedom of Information Act](#) (FOIA).

York County Library will attempt to provide comprehensive and expedient public access to County records in accordance with the requirements of state law. Pursuant to section 30-4-30 (c), a response to a written FOIA request must be made within 10 working days (Saturdays, Sundays, and holidays are excluded) of receipt of the written request, and the documents have to be produced no later than 30 calendar days after the response date. If the documents requested are more than two years old, the response time is 20 days, and the documents must be produced no later than 35 calendar days from the response date.

York County Library adheres to the [York County Freedom of Information Act Policy](#) (applicable charges for FOIA are listed within this document). Additionally, York County Library adheres to the [Family Privacy Protection Act of 2002](#) which sets forth the standards for redactions and/or denial for commercial solicitation requests.

Pursuant to S.C. Code Ann. § 30-2-50, obtaining or using public records for commercial solicitation directed to any person in the State of South Carolina is prohibited and is punishable by a fine of up to \$500 and imprisonment up to one year, or both.

Submitting an FOIA request:

To submit a request to the York County Library, please email the Library Director: Julie Ward at director@yclibrary.org or mail the request to the attention of:

York County Library
Attn: FOIA REQUEST
P. O. Box 10032
Rock Hill, SC 29731

The request should contain the following:

- The date requested
- Requestor's full name
- Address, phone number, and email address
- A complete description of the requested record(s)
- How the requestor would like the records, payment due upon receipt of records