



## **Renewable Water Resources FOIA Process**

**Effective September 1, 2011**

1. Citizen must provide written request to the ReWa Communications Department for specific information pursuant to the Freedom of Information Act (“FOIA”)
  - a. Mail to: 561 Mauldin Road, Greenville, SC 29607
  - b. Email to [staceyf@re-wa.org](mailto:staceyf@re-wa.org)
  
2. The Communications staff (or delegate) will review the written request and determine the ReWa Department(s) responsible for maintaining the information relevant to the request. Communications staff will determine the date received and calendar both 10 days and 20 days thereafter while the appropriate department makes the determination on availability of requested documentation
  
3. The responsible department(s) will determine availability of the information and estimate the time and effort involved in providing the information. Send instructions on what to look for and a deadline on when to get back with what they have and how old the records are. We have 10 days to acknowledge and respond to the request deadline with items that are less than 2 years old.
  - \* Consult legal counsel where appropriate on overbroad requests, requests from lawyers, questions about redactions, etc.
  
4. The manager(s) of the department(s) maintaining the information will approve the determination and submit it to the Communications staff (or delegate)
  
5. The Communications staff (or delegate) will provide written notification to the citizen of the ReWa FOIA policy and the estimated costs. ReWa would request a 25% deposit where cost exceeds \$300.



6. Citizen must advise of desire to continue or stop request.
  
7. If continuing, respond to the request advising of payment schedule and when and where records will be made available for inspection or copying. Ensure that you calendar either 30 days or 35 days to produce the records for inspection or copying, depending on whether they are more or less than 2 years old. (Again, count on it being 30 days).
  
8. When necessary, request an extension of time and document the agreement [see below highlight where agreements to extend cannot be unreasonably withheld].
  
9. Make redactions or decisions on exempt records with legal consult.
  
10. Collect remaining search charges, if any, at time of production for inspection or copying.
  
11. Copy documents selected at inspection, if any. (Copies may be sent out for copying and costs billed to requestor.
  
12. Advise requestor of time for pick-up of copies and charges for same. Collect copy charges at pick up.
  
13. Keep a copy of the production and request history for the file. Scan and file into appropriate folders and DocStar

Note: At this time, costs are based on the FOIA memo to staff on February 06, 2018. For any additional questions, call 864-299-4000.