

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY
FREEDOM OF INFORMATION ACT POLICY

Approved by the Board on November 29, 2017

1. The Central Midlands Regional Transit Authority (the “CMRTA”) shall at all times comply with the requirements of the South Carolina Freedom of Information Act, Title 30, Section 4 of the Code of Laws of South Carolina, 1976, as amended (the “SCFOIA”).

2. The CMRTA shall establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, and redaction of records. The Executive Director shall be responsible for establishing the fee scheduled pursuant to the parameters set forth in Section 30-4-30(B) of the SCFOIA. The fee schedule shall be as posted on the website. The fee schedule shall be reviewed annually during the first quarter of each fiscal year so that appropriate adjustments can be made.

3. The Executive Director is responsible for the CMRTA’s compliance with the SCFOIA. In discharging that responsibility, the Executive Director may delegate responsibility to competent administrative staff. An appropriate procedure must be established to ensure that all time limits established by the SCFOIA are met.

4. The Executive Director or the Executive Director’s designee may refer any question regarding the SCFOIA to the CMRTA’s general counsel for legal guidance.