



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Freedom of Information Act (FOIA)*

Number: *123-D*

Effective Date: *April 29, 2013*

Revised Date: *November 30, 2025*

Rescinds: *123 – Freedom of Information Act*

Dated: *04-29-2013*

123-A - Freedom of Information Act

05-19-2016

123-B - Freedom of Information Act

10-12-2018

123-C - Freedom of Information Act

05-19-2021

Approved By:

I. PURPOSE

To establish the procedures and guidelines with regard to requests for information under the South Carolina Freedom of Information Act.

II. DISCUSSION

Pursuant to the South Carolina Freedom of Information Act, the City of Myrtle Beach Police Department ("MBPD") will provide access to inspect, copy, or receive an electronic transmission of any public record in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act ("FOIA") requests should be directed to:

Office of City Attorney
ATTN: FOIA Paralegal
P.O. Box 2468
Myrtle Beach, SC 29578

Email: foia@cityofmyrtlebeach.com

III. PROCEDURE

- A. FOIA requests should be submitted directly to the FOIA Paralegal through the portal website found at <https://myrtlebeach.policetocitizen.com>. Click on "File a FOIA

Request” under Recommended Links. A FOIA Request Form may also be submitted by email to FOIA@cityofmyrtlebeach.com.

- B. Requests must describe the records sought in sufficient detail to enable agency personnel to locate them with a reasonable amount of effort. To the extent possible, requesters should include specific information that may help the agency identify the requested records, such as the date, title or name, author, recipient, subject matter of the record, case number, file designation, or reference number.
- C. Before submitting their requests, requesters may contact the FOIA Paralegal, the MBPD Administrative Legal Assistant, or the Public Information Officer to discuss the records they seek and to receive assistance in describing the records.
- D. Requesters who are attempting to reformulate or modify such a request may discuss their request with the FOIA Paralegal, the MBPD Administrative Legal Assistant, or the Public Information Officer. If a request does not reasonably describe the records sought, the agency's response to the request may be delayed.
- E. Requests may specify the preferred form or format (including electronic formats) for the records you seek. The Myrtle Beach Police Department will accommodate your request if the record is readily reproducible in that form or format.
- F. Requests must provide contact information, such as their phone number, email address, and/or mailing address, to assist the Myrtle Beach Police Department in communicating with them and providing records.

IV. RESPONSIBILITIES FOR RESPONDING TO REQUESTS

- A. Upon receipt of a written request for records under FOIA, the FOIA Paralegal will confer with the MBPD Administrative Legal Assistant to determine if the records are available. The FOIA Paralegal will notify the requester of this determination in writing within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days are considered to be Monday through Friday, excluding Saturdays, Sundays, and legal public holidays.
- B. If the requested records are available and are not exempt from disclosure, the records will be furnished to the requester within thirty (30) calendar days of the written determination, or within thirty-five (35) calendar days, if the records are more than two

years old.

- C. The Chief of Police or designee is authorized to grant requests for records that are maintained by the department or to deny requests pursuant to the exemptions listed in S.C. Code of Laws §30-4-40.

V. FEES

- A. Pursuant to S.C. Code of Laws §30-4-30(8), fulfillment of FOIA requests is subject to fees for search, retrieval, and redaction as well as fees for providing copies of documents. A fee will not be charged for the time needed to determine if documents are subject to release under FOIA.
- B. Search and retrieval time includes page-by-page or line-by-line identification of information within records and the reasonable efforts expended to locate and retrieve information from electronic records.
- C. Review and redaction time includes processing to prepare the record for disclosure, including redacting and marking the appropriate exemptions.
- D. If the search, retrieval and redaction time is less than one quarter of an hour (15 minutes) and/or the total number of documents responsive to the FOIA request is ten (10) pages or less, no reproduction fee will be charged
- E. A DEPOSIT IS REQUIRED prior to beginning work to search, retrieve or redact records pursuant to a FOIA request - (25% of reasonably anticipated cost for reproduction of the records), if search, retrieval and redaction time is greater than the fifteen (15) minutes and/or the number of pages to be produced is greater than the ten (10) pages. The balance must be paid at the time of production.
- F. The FOIA Paralegal or Public Information Officer may be able to assist the requester in reformulating the request to meet his/her needs at a lower cost.
- G. If a fee is required, the requester will be provided an invoice and will need to furnish a receipt to the FOIA Paralegal. Payments can be made electronically online through the portal using a credit card (note: the city does not accept Discover). Payments may be made in person by presenting the invoice and the form of payment to the cashier at:

Myrtle Beach City Services Building

921 N. Oak Street
Myrtle Beach, SC 29577

H. If a deposit is required, the request will be considered withdrawn until the deposit is received.

I. Pursuant to 30-4-30 (C), if a deposit is required by a public body in 30-4-30 (B), the record must be made available for inspection or copying no later than thirty (30) calendar days from the date on which the deposit is received, unless the records are more than twenty four (24) months old, in which case the public body has no later than thirty-five (35) days from the date on which the deposit was received to fulfill the request. The full amount of the total cost must be paid at the time of the production of the requested documents.

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Fee Schedule



	Minutes/Hours	x Rate	= Cost
Search/Retrieval/Redaction Time There is no retrieval charge for records retrieved and copied within ¼ hour or less.		\$20.00 per hr.	
Copies There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less. **If an electronic version of a record is available, and the requester elects to receive the record electronically (via email), then there will be no charge for copies.	Number of Pages	Unit Price	
Black and White Paper records/standard reports 8.5x11		\$0.25/page	
Color Paper records/standard reports 8.5x11		\$0.50/page	
CD/DVD		\$5.00/each	
32GB Flash Drive There is an additional cost for larger storage drives if needed. For security purposes, MBPD will not accept outside storage media provided by the requester. Documents will only be provided on drives provided by the department.		\$15.00/each	
Total Cost			

****Please note that if the requested records are not in an electronic format, and our office agrees to transfer the documents to an electronic format, there will be a charge for staff time required to transfer the documents to an electronic format.**



FOIA Request Form City of Myrtle Beach

☐ Media Request

* Denotes a required field

* Request Date: _____

* Requestor's Name: _____

* Requester's Address: _____

* Requestor's Phone Number: _____ * Email: _____

* Description of records requested (be as specific as possible):

Return by mail: Office of City Attorney
Attn: FOIA Paralegal
PO Box 2468
Myrtle Beach, SC 29578

Return in Person: Myrtle Beach City Hall
937 Broadway Street
Myrtle Beach, SC 29577

Return electronically: FOIA@cityofmyrtlebeach.com or by facsimile: (843) 918-1028

*For questions or additional information, contact Aggie Puleo, FOIA Paralegal,
City of Myrtle Beach, at (843) 918-1017 or FOIA@cityofmyrtlebeach.com*

For City Use Only

Date request received: _____ 10-day Response due: _____

Date 10-Day Response Sent: _____ Date Final Response due: _____

Date Final Response Sent: _____ Request Assigned to: _____

Fees Charged/Deposit Required: _____

Notes: _