It is the policy of the State Board for Technical and Comprehensive Education (SBTCE) 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) days, whether the requested records are available for inspection and copying. Such determination shall constitute the final opinion of the agency as to the public availability of the record.

1 South Carolina Family Privacy Protection Act, S.C. Code 30-2-10 et. seq.
2 Saturdays, Sundays, and legal public holidays are excepted when calculating the fifteen days.
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.\(^3\)