

Freedom of Information Act

The Freedom of Information Act addresses the availability of public records and the accessibility to public meetings of public bodies.

FOIA Requests

Freedom of Information Act (FOIA) requests to the Department of Administration's Division of State Human Resources must be in writing except when the requestor appears in person for certain information under the S.C. Code of Laws 30-4-30(d). FOIA requests may be submitted in writing to the Department of Administration's Director of Strategic Communications at: information@admin.sc.gov.

Employment Information Required to be Disclosed

Generally, the names, sex, race, title, and dates of employment of employees and officers of public bodies are made public information. The determination to disclose other types of information should be made on a case-by-case basis.

FOIA requests for salary information should be answered in accordance with the Freedom of Information Act. Refer to section 30-4-40(6) of the S.C. Code of Laws.

Applicants

Please refer to Section 19-703.05 of the State Human Resources Regulations for information concerning the disclosure of applicant information in response to an FOIA request.

Note: The information contained in this document is not intended to fully document the requirements of the Freedom of Information Act. For additional information please refer to Title IV, Chapter 4, of the S.C. Code of Laws and sections 19-703.05 and 19-721.03 of the State Human Resources Regulations.