

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

**ACTION REFERRAL**

TO	DATE
Roberts/FOIA	3-23-15

DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <b>000211</b>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>CC: Gost, Davis, Saura, Lynch Brooks, Mullis</i>	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____
<i>Cleared 4/8/15 letter attached.</i>	<input checked="" type="checkbox"/> FOIA DATE DUE <u>4-6-15</u>
	<input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

**Brenda James**

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**From:** Colleen Mullis  
**Sent:** Monday, March 23, 2015 10:38 AM  
**To:** Brenda James  
**Cc:** Peter Brooks; Bryan Kost; Jan Polatty  
**Subject:** FW: FOIA request -- Director Soura  
**Attachments:** FOIA\_email\_HHSSoura.pdf

**RECEIVED**

MAR 23 2015

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

Brenda –

Please log and process this FOIA request.

Bryan & Pete –

Please note she is asking several questions as part of a media inquiry to go along with the FOIA request.

I will acknowledge receipt of the email from Jamie.

Thank you.

Colleen

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**Colleen Mullis**  
*Public Information Director II*  
[Colleen.Mullis@scdhhs.gov](mailto:Colleen.Mullis@scdhhs.gov)  
803.898.2452  
cell: 803.605.4848  
1801 Main Street Suite 1100  
Columbia, SC - 29201  
[www.scdhhs.gov](http://www.scdhhs.gov)

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**From:** Self, Jamie [mailto:jself@thestate.com]  
**Sent:** Monday, March 23, 2015 9:34 AM  
**To:** Colleen Mullis  
**Subject:** FOIA request -- Director Soura

Hi Colleen,

Attached you will find an official FOIA request for Director Soura. Please confirm that you received it and note the questions for him below.

Director Soura,

In light of news about public officials' use of email and lack thereof, I am surveying officials across state government about their email practices. An FOIA request is attached.

I'm also asking officials to answer a couple of questions:

Do you currently use a private or personal email account to send or receive emails related to state business?

Have you ever used a private email account to conduct state business?

Please let me know if you have any questions.

Best regards,

Jamie Self

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Jamie Self  
The State, Columbia  
SC government, politics, K-12 ed  
@jamiemself  
office: 803-771-8658

To: Director Christian Soura  
S.C. Department of Health and Human Services

This is a request under the S.C. Freedom of Information Act.

With recent news about the use or lack of use of emails by public officials, The State is surveying several S.C. government leaders on their use of email to conduct state business.

To that end, we are requesting all emails you received or sent -- from government or private email accounts -- in conducting state business for the week of Sunday, March 1, 2015, through Saturday, March 7, 2015.

If you withhold any emails from disclosure, please say how many and why.

Please waive any fees associated with this request as it is being made in the public's interest.

I prefer to receive the documents in electronic form or to review the documents in your office, if possible.

If you have any questions, please contact me at [jself@thestate.com](mailto:jself@thestate.com) or 843-478-3262.

Best regards,

Jamie Self  
The State  
1401 Shop Road  
Columbia, SC  
29201

Nikki Haley GOVERNOR  
Christian L. Saura DIRECTOR  
P.O. Box 8206 Columbia, SC 29202  
www.scdhhs.gov

TO:

FROM:

SUBJECT: Cost of Processing FOIA Request #

The South Carolina Department of Health and Human Services has received and processed your FOIA request. The cost for processing this information is as follows:

Staff processing time at \$10.00 per hour	_____ Hours	\$ _____
Pages copied at \$.10 per page	_____ Pages	\$ _____
Pages faxed at \$.20 per page	_____ Pages	\$ _____
Shipping and Handling Costs		\$ _____
Other costs associated with the FOIA request:	_____	\$ _____
<b>Total Amount Due SCDHHS:</b>		<b>\$ _____</b>

Please remit the above amount to the following address:

**Bureau of Fiscal Affairs**  
South Carolina Department of Health and Human Services  
Post Office Box 8297  
Columbia, South Carolina 29202-8297

Please contact \_\_\_\_\_ should you have any questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:



Log # 211



Nikki R. Haley GOVERNOR  
Christian L. Soura DIRECTOR  
P.O. Box 8206 > Columbia, SC 29202  
www.scdhhs.gov

April 8, 2015

VIA EMAIL ONLY: [jself@thestate.com](mailto:jself@thestate.com)

Ms. Jamie Self  
State Newspaper  
1401 Shop Road  
Columbia, SC 29201

Dear Ms. Self:

This is in response to your request for information from the South Carolina Department of Health and Human Services (DHHS) pursuant to the South Carolina Freedom of Information Act (FOIA). You have requested e-mails of Director Christian Soura from government or private e-mails account-in conducting state business for the week of Sunday, March 1, 2015 through Saturday March 7, 2015.

Please use the link that has been provided via e-mail to access the requested information. Please note that nine emails have been withheld from disclosure because they contain personal health information.

Thank you for your request. If you have any questions, please feel free to contact me, at (803) 898-0062.

Sincerely,

*Constance Holloway*  
Constance Holloway  
Assistant General Counsel