

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

Constance

**RECEIVED**

JUN 18 2013

**ACTION REFERRAL**

SCDHHS  
Office of General Counsel

|                     |         |
|---------------------|---------|
| TO                  | DATE    |
| Roberts/Spuray/FOIA | 6-14-13 |

| DIRECTOR'S USE ONLY  | ACTION REQUESTED  |
|--|---|
| 1. LOG NUMBER<br>000388  | <input type="checkbox"/> Prepare reply for the Director's signature<br>DATE DUE _____ |
| 2. DATE SIGNED BY DIRECTOR<br>cc: Coy<br>Cleared 7/2/13, letter attached | <input type="checkbox"/> Prepare reply for appropriate signature<br>DATE DUE _____    |
|  | <input checked="" type="checkbox"/> FOIA<br>DATE DUE 6-28-13                          |
|  | <input type="checkbox"/> Necessary Action   |

| APPROVALS<br>(Only when prepared for director's signature) | APPROVE                       | * DISAPPROVE<br>(Note reason for disapproval and return to preparer.) | COMMENT |
|--|-------------------------------|---|---------|
| 1.   |                               |   |         |
| 2.   | Kim Backman 82727             |   |         |
| 3.   | Eugenic Howard 84608<br>in HR |   |         |
| 4.   |                               |   |         |

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR**

**ACTION REFERRAL**

|                           |                |
|---------------------------|----------------|
| TO                        | DATE           |
| <i>Roberts/Hutto/FOIA</i> | <i>6-14-13</i> |

| DIRECTOR'S USE ONLY                                      | ACTION REQUESTED  |
|--|---|
| 1. LOG NUMBER<br><br><p align="center"><b>000388</b></p> | <input type="checkbox"/> Prepare reply for the Director's signature<br>DATE DUE _____   |
| 2. DATE SIGNED BY DIRECTOR<br><br><i>cc: Coy</i>         | <input type="checkbox"/> Prepare reply for appropriate signature<br>DATE DUE _____<br><br><input checked="" type="checkbox"/> FOIA<br>DATE DUE <u><i>6-28-13</i></u><br><br><input type="checkbox"/> Necessary Action |

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

June 12, 2013

SC Department of Health and Human Services  
Freedom of Information Office  
Post Office Box 8206  
Columbia, SC 29202-8206

**RECEIVED**

JUN 14 2013

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

To whom it may concern,

Under the Freedom of Information Act, I would like to request a list of employees and their yearly salary for all employees that fall below \$50,000 a year. I would like this information for the last four recent quarters. Please return this information to me at the address below within two weeks of the date of this letter. Should you have any questions, please feel free to call me at 803-791-1610. If the information can be emailed, my email is malyndashirey@yahoo.com.

Thank you for your help with this matter.

Malynda Shirey  
125 Inview Drive  
West Columbia, South Carolina 29169

Sincerely,

*Malynda Shirey*

Malynda Shirey

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:

Malynda Shirey  
125 Inview Drive  
West Columbia, South Carolina 29169

COLUMBIA SC 299  
12 JUN 2013 PM 1 L



**RECEIVED**

JUN 14 2013

SC Department of Health and Human Services  
Freedom of Information Office  
Post Office Box 8206  
Columbia, SC 29202-8206

Department of Health & Human Services  
OFFICE OF THE DIRECTOR





July 12, 2013

Ms. Malynda Shirey  
Shirey Mobile Home & Air Conditioning Company  
125 Inview Road  
West Columbia, South Carolina 29169

Dear Ms. Shirey:

Thank you for your letter requesting a list of Department of Health and Human Services' (the Department) employees and their yearly salary where the salary falls below \$50,000 per year. After receiving your letter confirming that you are not requesting this public information from our agency for commercial solicitation directed to any person in this State on July 9, 2013 and in accordance with the Freedom of Information Act §30-4, we are providing the following data:

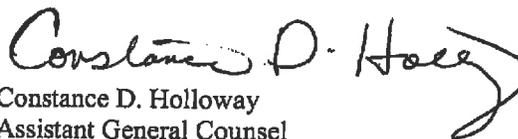
- 1) The compensation level within a range of four thousand dollars for employees receiving compensation between \$30,001 and \$49,999 annually; and
- 2) The state compensation range for employees who receive compensation of \$30,000 or less annually.

Our expense for extracting this information is Twelve and 58/100 dollars (\$12.58). Please make the check payable to the Department of Health and Human Services and send it to:

Department of Health and Human Services  
Department of Receivables  
Post Office Box 8297  
Columbia, SC 29202-8297

If you have any questions, please contact John Supra, Deputy Director & CIO at 803-898-2502.

Sincerely,

  
Constance D. Holloway  
Assistant General Counsel

CDH/lb

cc: Byron Roberts, General Counsel  
Lynette Wilson

Enclosures

Log #388

July 11, 2013

Ms. Malynnda Shirey  
Shirey Mobile Home & Air Conditioning Company  
125 Inview Road  
West Columbia, South Carolina 29202-8206

Dear Ms. Shirey:

Thank you for your letter requesting a list of Department of Health and Human Services' (the Department) employees and their yearly salary where the salary falls below \$50,000 per year. After receiving your letter confirming that you are not requesting this public information from our agency for commercial solicitation directed to any person in this State on July 9, 2013 and in accordance with the Freedom of Information Act §30-4, we are providing the following data:

- 1) The compensation level within a range of four thousand dollars for employees receiving compensation between \$30,001 and \$49,999 annually; and
- 2) The state compensation range for employees who receive compensation of \$30,000 or less annually.

Our expense for extracting this information is Twelve and 58/100 dollars (\$12.58). Please make the check payable to the Department of Health and Human Services and send it to:

Department of Health and Human Services  
Department of Receivables  
Post Office Box 8297  
Columbia, SC 29202-8297

If you have any questions, please contact John Supra, Deputy Director & CIO at 803-898-2502.

Sincerely,

  
Constance D. Holloway  
Assistant General Counsel

CDH/lb

cc: Byron Roberts, General Counsel  
Lynette Wilson

Enclosures



TO:

FROM:

SUBJECT: Cost of Processing FOIA Request # 388

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     | <u>1</u> Hours | \$ <u>10.00</u> |
| Pages copied at \$.10 per page                | _____ Pages    | \$ _____        |
| Pages faxed at \$.20 per page                 | _____ Pages    | \$ _____        |
| Shipping and Handling Costs                   |                | \$ <u>2.58</u>  |
| Other costs associated with the FOIA request: | _____          | \$ _____        |
| <b>Total Amount Due SCDHHS:</b>               |                | \$ <u>12.58</u> |

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: \_\_\_\_\_



July 03, 2013

Ms. Malynda Shirey  
125 Inview Drive  
West Columbia, South Carolina 29169

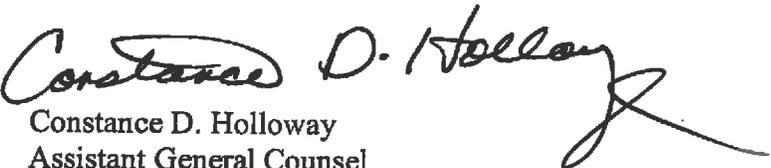
Dear Ms. Shirey:

Thank you for your letter requesting a list of Department of Health and Human Services' (the Department) employees and their yearly salary where the salary falls below \$50,000 per year.

As formal notification, pursuant to the Family Privacy Protection Act of 2002 ("Act") (S.C. Code §30-2-10, et seq.), obtaining or using public records for "*commercial solicitation*," as that term is defined in the Act, is prohibited. A person knowingly violating the provisions of S.C. Code §30-2-50(A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars (\$500) or imprisoned for a term not to exceed one year, or both. Additionally, pursuant to S.C. Code §30-2-50(C), "All state agencies shall take reasonable measures to ensure that no person or private entity obtains or distributes personal information obtained from a public record for commercial solicitation."

In light of the aforementioned requirement, we are requesting written confirmation from you not later than July 12, 2013, that you are not requesting this public information from our agency for commercial solicitation directed to any person in this State. Upon receipt of this written confirmation, we will forward the requested information. If you have any questions, please contact me at Deputy Director & CIO John Supra @ 803-898-2502.

Sincerely,

  
Constance D. Holloway  
Assistant General Counsel

CDH/lb  
cc: Byron Roberts, General Counsel



July 03, 2013

Ms. Malynda Shirey  
125 Inview Drive  
West Columbia, South Carolina 29169

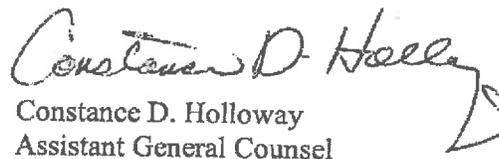
Dear Ms. Shirey:

Thank you for your letter requesting a list of Department of Health and Human Services' (the Department) employees and their yearly salary where the salary falls below \$50,000 per year.

As formal notification, pursuant to the Family Privacy Protection Act of 2002 ("Act") (S.C. Code §30-2-10, et seq.), obtaining or using public records for "*commercial solicitation*," as that term is defined in the Act, is prohibited. A person knowingly violating the provisions of S.C. Code §30-2-50(A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars (\$500) or imprisoned for a term not to exceed one year, or both. Additionally, pursuant to S.C. Code §30-2-50(C), "All state agencies shall take reasonable measures to ensure that no person or private entity obtains or distributes personal information obtained from a public record for commercial solicitation."

In light of the aforementioned requirement, we are requesting written confirmation from you not later than July 12, 2013, that you are not requesting this public information from our agency for commercial solicitation directed to any person in this State. Upon receipt of this written confirmation, we will forward the requested information. If you have any questions, please contact the Deputy Director & CIO John Supra at 803-898-2502.

Sincerely,

  
Constance D. Holloway  
Assistant General Counsel

CDH/lb  
cc: Byron Roberts, General Counsel

June 27, 2013

Ms. Malynda Shirey  
Shirey Mobile Home & Air Conditioning Company  
125 Inview Road  
West Columbia, South Carolina 29202-8206

Dear Ms. Shirey:

Thank you for your letter requesting a list of Department of Health and Human Services' (the Department) employees and their yearly salary where the salary falls below \$50,000 per year. ~~As specified for disclosure, in accordance with the South Carolina Freedom of Information Act, please find the requested information attached.~~

As formal notification, pursuant to the Family Privacy Protection Act of 2002 ("Act") (S.C. Code §30-2-10, et seq.), obtaining or using public records for "*commercial solicitation*," as that term is defined in the Act, is prohibited. A person knowingly violating the provisions of S.C. Code §30-2-50(A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars (\$500) or imprisoned for a term not to exceed one year, or both. Additionally, pursuant to S.C. Code §30-2-50(C), "All state agencies shall take reasonable measures to ensure that no person or private entity obtains or distributes personal information obtained from a public record for commercial solicitation."

In light of the aforementioned requirement, we are requesting written confirmation from you not later than July 12, 2013, that you are not requesting this public information from our agency for commercial solicitation directed to any person in this State. Upon receipt of this written confirmation, we will forward the requested information. If you have any questions, please contact me at 803-898-2502. Thank you.

Sincerely,

John R. Supra, Jr.  
Deputy Director & CIO

Byron's  
Revised  
Copy

cc: Byron Roberts, General Counsel

**Linda Boyer**

---

**From:** Byron Roberts  
**Sent:** Tuesday, July 02, 2013 10:22 AM  
**To:** Linda Boyer  
**Subject:** RE: Log Letter #388 FOIA

We should revise it for Constance's signature, but I'm not sure whether Tonya has already sent or not. I tried to call Tonya and Ken Branham but couldn't reach either. Also tried to call Tamara McDaniel and couldn't get her either. Please follow up with HR or Tamara and as long as it hasn't already gone out, we should revise it for Constance's signature.

**From:** Linda Boyer  
**Sent:** Tuesday, July 02, 2013 9:16 AM  
**To:** Byron Roberts  
**Subject:** FW: Log Letter #388 FOIA  
**Importance:** High

Byron,  
Should I revised the attached FOIA response letter to include Constance name? I don't know if Tonya was working on this letter to send to requestor, or the letter you attached is what you want Constance to sign off on and I mail it out to the requestor.

Please advise

Thanks!  
Linda Boyer

**From:** Byron Roberts  
**Sent:** Thursday, June 27, 2013 4:30 PM  
**To:** Tonya Chambers; John Supra  
**Cc:** Ken Branham; Tamara McDaniel; Constance Holloway; Linda Boyer  
**Subject:** RE: Log Letter #388 FOIA

Tonya,  
i would suggest not sending the requested information until we've received the written confirmation from the requestor that the information is not being sought for commercial solicitation (see changes in attached letter).

Byron

**From:** Tonya Chambers  
**Sent:** Thursday, June 27, 2013 4:17 PM  
**To:** John Supra; Byron Roberts  
**Cc:** Ken Branham; Tamara McDaniel  
**Subject:** Log Letter #388 FOIA

- 1) Original Request
- 2) Cover Letter Response
- 3) Requested Information

Constance

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

**RECEIVED**

JUN 18 2013

**ACTION REFERRAL**

SDHHS  
Office of General Counsel

|                     |         |
|---------------------|---------|
| TO                  | DATE    |
| Roberts/Spruay/FOIA | 6-14-13 |

| DIRECTOR'S USE ONLY                   | ACTION REQUESTED  |
|---------------------------------------|---|
| 1. LOG NUMBER<br>000388               | <input type="checkbox"/> Prepare reply for the Director's signature<br>DATE DUE _____ |
| 2. DATE SIGNED BY DIRECTOR<br>cc: Coy | <input type="checkbox"/> Prepare reply for appropriate signature<br>DATE DUE _____    |
|                                       | <input checked="" type="checkbox"/> FOIA<br>DATE DUE 6-28-13                          |
|                                       | <input type="checkbox"/> Necessary Action   |

| APPROVALS<br>(Only when prepared for director's signature) | APPROVE | * DISAPPROVE<br>(Note reason for disapproval and return to preparer.) | COMMENT                   |
|--|---------|---|---------------------------|
| 1. Kim Backman 82727                                       |         |   | actual Due Date<br>7-4-13 |
| 2. or  |         |   |                           |
| 3. Eugenie Howard 84608<br>in HR                           |         |   |                           |
| 4.   |         |   |                           |

June 12, 2013

SC Department of Health and Human Services  
Freedom of Information Office  
Post Office Box 8206  
Columbia, SC 29202-8206

RECEIVED

JUN 14 2013

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

To whom it may concern,

Under the Freedom of Information Act, I would like to request a list of employees and their yearly salary for all employees that fall below \$50,000 a year. I would like this information for the last four recent quarters. Please return this information to me at the address below within two weeks of the date of this letter. Should you have any questions, please feel free to call me at 803-791-1610. If the information can be emailed, my email is malyndashirey@yahoo.com.

Thank you for your help with this matter.

Malynda Shirey  
125 Inview Drive  
West Columbia, South Carolina 29169

Sincerely,

*Malynda Shirey*

Malynda Shirey

Malynda Shirey  
125 Inview Drive  
West Columbia, South Carolina 29169

COLUMBIA SC 291  
02 JUN 2013 4PM 11



RECEIVED

JUN 14 2013

SC Department of Health and Human Services  
Freedom of Information Office  
Post Office Box 8206  
Columbia, SC 29202-8206

Department of Health & Human Services  
OFFICE OF THE DIRECTOR



**Linda Boyer**

---

**From:** Lauren Young  
**Sent:** Tuesday, June 18, 2013 10:33 AM  
**To:** Cynthia Moore; Kathy Bass; Beth Hutto; Linda Boyer; Lauren Young  
**Subject:** Log Letter 000388  
**Attachments:** Example of a FOIA Response Letter.docx; FOIA Procedures for Support Staff 12-17-12 MLL.DOCX; logletter000388.pdf

Hey Cynthia/Kathy

Attached is log letter 000388, which is a FOIA in requesting yearly salary information for all employees who make less than \$50,000 for the four most recent quarters. I copied both of you on the log, I wasn't sure if both of you could pull this information or not of if it should be directed to anyone specifically in either of your areas. The due date for this FOIA is June 28<sup>th</sup>. I have attached a draft letter and revised FOIA procedures, which have changed since you last received a FOIA. If you have any questions, please contact Linda Boyer or myself.

Attached for your reference and use is the revised procedures for completing and submitting FOIAs. I have also attached a sample copy of a letter that is to be used when you are drafting a response. You will need to change of course the date, recipient's name and address as well as the cost that is associated with the FOIA request.

As written in the FOIA procedures, an electronic copy of the draft letter is to be emailed to myself and Linda Boyer, in General Counsel, in case there is any information that needs to be revised in the letter without having to hinder you. The cost sheet for compiling the information, should also be completed.

These new procedures and letter need to be used for each FOIA request that is submitted by your area.

If you have any questions please feel free to contact Linda Boyer or myself.

Thanks

*Lauren Young*

Administrative Coordinator  
Finance and Administration  
SC Department of Health and Human Services  
Post Office Box 8206  
1801 Main Street  
Columbia, SC 29202  
Office: (803) 898-2955  
Fax: (803) 255-8235



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 | \$ _____        |
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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: