

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Roberts/FOIA</i>	DATE <i>4-4-14</i>
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DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER <b>000347</b>	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>cc: Coy</i> <i>Cleared 4/2/14, letter</i> <i>attached.</i>	<input type="checkbox"/> Prepare reply for appropriate signature DATE DUE _____
	<input checked="" type="checkbox"/> FOIA DATE DUE <i>4-21-14</i>
	<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.			



**RECEIVED**

APR 04 2014

Department of Health & Human Services  
OFFICE OF THE DIRECTOR

South Carolina Department of Health and Human Services  
1801 Main Street  
Columbia SC 29201

March 31, 2014

Mr. Kim Cox,

This letter is a request for a copy of a public record listed below pursuant to the South Carolina Freedom of Information Act.

A copy of the departments Freedom of Information guidelines including instructions given to new employees.

Salaries of the five highest ranking officials in the agency.

All emails sent by the agency director on March 10<sup>th</sup> and March 19<sup>th</sup> 2014.

Since this request primarily benefits the general public, WSPA-TV asks that any search or copying fees be waived. If there is a charge for providing us a copy, please advise me of your estimate of the cost before fulfilling this request.

Sincerely,

Gordon Dill  
(864) 809-7067  
gdill@wspace.com  
WSPA-TV  
250 International Drive  
Spartanburg, SC 29303

Nikki Haley  
 Anthony Keck  
 P.O. Box 8297 Columbia, SC 29202  
 www.scdhhs.gov

April 21, 2014

Gordon Dill  
 WSPA-TV  
 250 International Drive  
 Spartanburg, SC 29303 – Via E-mail and US Mail

Dear Mr. Dill:

Your Freedom of Information Act request dated April 10, 2014 was referred to me for processing. You requested a copy of the following documents:

- A copy of the departments Freedom of Information guidelines including instructions given to new employees;
- Salaries of the five highest ranking officials in the agency; and
- All emails sent by the agency director on March 10 and March 19, 2014.

Please find enclosed two attachments outlining the agency's FOIA procedures. In regards to your request for the salaries of the five highest ranking officials in the agency, we have interpreted that to mean the salaries of the director and deputy directors. Enclosed are the names and salaries of those individuals. Also, please find enclosed all non-exempt emails sent by the agency director, Anthony Keck, on March 10 and March 19, 2014. Emails exempt from disclosure pursuant to SC Code §30-4-40(a)(7) ["Correspondence or work products of legal counsel for a public body and any other material that would violate attorney-client relationships"] have not been included.

Our expense for extracting this information is Sixteen and 07/100 dollars (\$16.07). 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

Thank you for your request. If you have any questions, please feel free to contact me at (803)-898-0218.

Sincerely,



Byron R. Roberts  
 General Counsel

BR/lb

cc: Kim Cox



April 21, 2014

TO: Mr. Gordon Dill

FROM: Byron Roberts  
General Counsel

SUBJECT: Cost of Processing FOIA Request #000347

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>1/2</u> Hours	<u>\$5.00</u>
Pages copied at \$.10 per page	<u>79</u> Pages	<u>\$7.90</u>
Pages faxed at \$.20 per page	<u>      </u> Pages	<u>\$      </u>
Shipping and Handling Costs		<u>\$3.17</u>
Other costs associated with the FOIA request:	<u>      </u>	<u>\$      </u>
<b>Total Amount Due SCDHHS:</b>		<b><u>\$16.07</u></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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date