Tourism Expenditure Review Committee

Freedom of Information Act
Response Policy

It is the policy of the Tourism Expenditure Review Committee to timely and fully comply with all Freedom of Information requests under Chapter 4, Title 30 of the S.C. Code of Laws. This code section sets forth some basic guidelines which are as follows:

1) The Tourism Expenditure Review Committee (TERC), under Section 30-4-30 (b), accepts written requests for copies or viewing of records maintained in its office. Under this same code section, the Tourism Expenditure Review Committee may have up to 15 business days to comply with requests. In some instances, a time may be set up with the Committee staff person to review records open to the public.

2) Under Section 30-4-30, the Tourism Expenditure Review Committee may charge the requestor for the cost of compiling the information, not to exceed the actual cost of searching for or making copies of the document. Fees charged shall be uniform for copies of the same document. The documents must be furnished at the lowest possible cost to the requestor. The Committee may charge the actual hourly rate of the staff person responsible for making documents available to the public and also require a deposit before searching for or making copies of the documents. Charges may apply when the Committee determines copies or staff time to be excessive. Verbal communication with the Committee's staff person can generally determine what fees, if any, will be assessed.

3) Under Section 30-4-30 (d), the minutes of the Tourism Expenditure Review Committee may be made available to the public at any time with or without a written request. However, due to limited staffing at the Committee headquarters where all documents are kept, the Committee asks that requests for minutes be made at least one business day in advance.

4) Under Section 30-4-40, all records of the Tourism Expenditure Review Committee are available to the public, except for the items addressed in this section which are exempt from disclosure. These include, but are not limited to,

- "information of a personal nature that would constitute an unreasonable invasion of personal privacy."

- "Correspondence or work products of legal counsel… that would violate attorney-client relationships."

5) The Tourism Expenditure Review Committee, under section 30-4-60, adheres to an "open-meeting" policy.

To request information, please contact the Committee's staff person, Mrs. Lauren Sponseller, by emailing sponsel@sctax.org, calling 803-898-5400 or by writing:

Tourism Expenditure Review Committee
PO Box 125
Columbia, SC 29214-0120