Lancaster County Water & Sewer District FOIA Policy

November 10, 2026

Lancaster County Water and Sewer District (LCWSD) is subject to the South Carolina Freedom of Information Act (FOIA). FOIA is designed to give every person the right to inspect and copy non-exempt public records. LCWSD wishes to set forth here its policies for responding to FOIA requests.

Each requestor or submitter under FOIA must disclose their name, address, phone number and e-mail address. LCWSD will confirm that the requestor is a "person" entitled to make the request as defined under FOIA.

After LCWSD has confirmed the submitter or requestor is a "person", LCWSD will inform the requestor of the anticipated fees associated with the search, retrieval, assembly and/or redaction of the requested records. The requestor shall then make a deposit of twenty-five percent (25%) of the anticipated fees associated with the request. Such fees are itemized in the table below.

Fee/Rate Summary	
Fee category	**Rate**
Copies of any records (based on 8-1/2"x 11")	$0.15 per page
Executive level staff search rate	$150.00 per hour
Management level staff search rate	$100.00 per hour
Technical level staff search rate	$65.00 per hour
Administrative level staff search rate	$50.00 per hour

Within thirty (30) days of requestor making the requisite deposit, LCWSD shall gather the responsive records and make them available for the requestor to inspect at LCWSD's office – 1400 Pageland Hwy, Lancaster, S.C. 29720. Requestor can make an appointment to review the responsive records Monday through Friday between the hours of 9:00 A.M. and 4:00 P.M.

There are exemptions to FOIA set forth in S.C. Code Ann. § 30-4-40. Records that fall under any of the statutory exemptions are not subject to the production requirements of FOIA and will not be provided to the requestor.