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July 15, 2019

Via Email and Hand Delivery

The Honorable John C. von Lehe, Jr., Chairman
The Honorable J. Cantey Heath Jr., Secretary
Board of Trustees of the University of South Carolina
Osborne Administration Building
Columbia, South Carolina 29208

In re: Freedom of Information Act Request

Dear Chairman von Lehe and Secretary Heath:

Please accept this letter as a request for public records pursuant to the South Carolina Freedom of Information Act (FOIA), S.C. Code Ann. §§ 30-4-10 *et seq.*, to the Board of Trustees of the University of South Carolina (Board). For the calendar years 2018 through 2019, please produce the following public records:

1. Certified copies of all Meeting Minutes of the Board;
2. Certified copies of all Meeting Minutes of the Executive and Governance Committee of the Board;
3. Certified copies or, if no certified copies exist, regular copies of any document appointing or constituting a Presidential Candidate Search Committee;
4. Certified copies or, if no certified copies exist, regular copies of any charge delivered by the Chairman to a Presidential Candidate Search Committee;
5. Certified copies or, if no certified copies exist, regular copies of all Meeting Minutes of any Presidential Candidate Search Committee meeting;
6. Any contract between Parker Executive Search, an Atlanta-based consultant, and either the Board or a Presidential Candidate Search Committee;

7. Any invoices from Parker Executive Search submitted pursuant to a contract disclosed in response to the preceding request;
8. Check copies or wire transfers evidencing payment of any invoice disclosed in response to the preceding request; and
9. Certified copy or, if no certified copy exists, regular copy of the published USC job description including minimum requirements for presidential candidates.

If the Board requests fees in exchange for the disclosure of responsive public records, those fees must be based on a uniform, established schedule that does not exceed the actual cost of searching for or making copies of responsive public records. *See* S.C. Code Ann. § 30-4-30(B). "Fees may not be charged for examination and review to determine if the documents are subject to disclosure." *Id.* Please note the Board has a legal obligation to furnish public records "at the lowest possible cost to the person requesting the records." *Id.*

The Board is required to respond within 10 days (excluding Saturdays, Sundays, and legal holidays). *See* S.C. Code Ann. § 30-4-30(C). That response should state whether the request is granted and the availability of the requested records. If the request is granted, the responsive records must be furnished or made available for inspection or copying no later than 30 calendar days from the date of your response. *See id.* However, I would greatly appreciate disclosure if these records prior to the statutorily mandated disclosure deadline.

I look forward to receiving the Board's response.

Sincerely,



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cc: Members of the Board of Trustees (email only)
Terry Parham, Esquire (email only)