



March 30, 2021

Director of Strategic Communications  
SC Department of Administration  
Attn.: FOIA

[information@admin.sc.gov](mailto:information@admin.sc.gov)

**RE: Freedom of Information Act Request Regarding Executive Order 2021-12**

Dear Director:

This letter constitutes a formal request under the South Carolina Freedom of Information Act, S.C. Code § 30-4-30, by the American Civil Liberties Union of South Carolina and the American Civil Liberties Union Women's Rights Project ("ACLU") for public records relating to Executive Order 2021-12 ("EO 2021-12").

"Public record" includes all books, papers, maps, photographs, cards, tapes (both audio and visual, vhs, dvd or cd), recordings, or other documentary materials or electronic materials regardless of physical form or characteristics prepared, owned, used, in the possession of, or retained by a public body. S.C. Code § 30-4-20(c). To investigate the implementation of this process, we request, pursuant to S.C. Code § 30-4-30, that your office produce the following public records:

1. All plans to return non-essential employees and staff to the workplace on a full-time basis submitted pursuant to EO 2021-12 by Agency Heads, or their designees, to the Department of Administration (the "Plans"), and all correspondence regarding the Plans.
2. All requests for exemptions from or accommodations to EO 2021-12's mandate that non-essential employees and staff return to the workplace on a full-time basis (the "Requests"), and all correspondence regarding the Requests.

In accordance with S.C. Code § 30-4-30 we request a response to this request within **15 working days** of receipt. All data that are stored in an electronic format should be provided on a CD-ROM or other electronic format where available.

The ACLU requests a waiver of all fees pursuant to S.C. Code. § 30-4-30 because such a waiver is in the public interest. The ACLU is a non-profit tax-exempt organization dedicated to the protection of civil liberties and constitutional rights of all people. The ACLU serves an important public education function, regularly disseminating information of interest to the public through newsletters, news briefings, right-to-know brochures, and other public education materials. If you challenge our entitlement to a waiver of fees, and if incurred fees will exceed \$100.00, please contact me before the charges are incurred.

If you determine that some portions of the requested records are exempt from disclosure, we will expect that you provide us with any reasonable severable portion of the records sought, and an explanation for any applicable exemptions. Please furnish all applicable records to the following address:

Susan Dunn  
ACLU of South Carolina  
P.O Box 20998  
Charleston, SC 29413  
[sdunn@aclusc.org](mailto:sdunn@aclusc.org)

Thank you for your prompt attention to this matter. Do not hesitate to call me at (843) 830-1571 with any questions about this request.

Sincerely,

A handwritten signature in black ink, appearing to be 'Susan Dunn', with a long horizontal line extending to the right.

Susan Dunn  
Legal Director