



Freedom of Information Act Request Form

DATE OF REQUEST: _____

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REQUESTOR'S PHONE# :(_____) _____

INFORMATION REQUESTED (please be as specific as possible):

Where to forward requested information: _____

Do you prefer ___ Digital or ___ Paper files?

§ 30-4-30(B) S.C. Code of Laws, 1976, as amended, provides as follows;

The public body may establish and collect fees not to exceed the actual cost of searching for and making copies of records. The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

I understand that it is against South Carolina law to obtain or use public records for commercial solicitation, and that there are penalties involved for noncompliance with the state's prohibitions against using information secured through a FOIA request for commercial solicitation. (S.C. Code Ann. § 30-2-50)

Signature: _____

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____

DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____

FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____

METHOD OF PAYMENT: _____