



Freedom of Information Act Request Form

DATE OF REQUEST: _____

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REQUESTOR'S PHONE# :(_____) _____

SIGNATURE: _____

INFORMATION REQUESTED *(please be as specific as possible)*: _____

Section 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.

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____

DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____

FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____

METHOD OF PAYMENT: _____

COMMENTS: SECTION 30-4-50. Certain matters declared public information; use of information for commercial solicitation prohibited.