



# 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.

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## FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_

FEE FOR SERVICES: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_

**COMMENTS:** Please be advised that the date the response is due is two working days short of the fifteen days required by law to give the Public Information Office time to respond.