



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)*: _____

ALL COPIES \$.15 EACH-CASH OR MONEY ORDER-NO PERSONAL CHECKS ACCEPTED

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. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver or reduction of the fee is in the public interest. 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: 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.

Freedom of Information Act Request Instructions

DATE OF REQUEST-Please fill in the date you are filing the request

NAME-Please fill in the name of the person(s) and/or business that is requesting the information.

ADDRESS, CITY, STATE & ZIP-Please provide us with your mailing address

PHONE NUMBER-Please provide a daytime telephone number (and/or fax number) where you can be contacted

SIGNATURE-Please sign your request

INFORMATION REQUESTED-In general, South Carolina Freedom of Information Act requests are for documents the City of Conway has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (social security numbers, driver's license numbers, etc.), information regarding juveniles (18 and under) and other specific information may be omitted. When completing the request, it is VERY important to be as SPECIFIC as possible. Your request may be delayed if you are not clear about what you are looking for. Here are some common requests and needed information:

Conway Police Incident Reports and Record Checks: We can only provide reports and/or records concerning the Conway Police. If the incident did not occur within the incorporated sections of Conway, you will need to contact the appropriate police agency in that location. When requesting reports, you will need the following: date, time, location, name(s) of those involved, and a brief description of what the incident was (example: an intruder). Any extra information you may have regarding the incident is always helpful.

911 Tapes and/or Computer Aided Dispatch (CAD) Reports: If you are requesting a tape of a 911 call (copies will be on compact disc) or a CAD report, you will need to use a 911 request form (available on-line on www.cityofconway.com).

Miscellaneous Information-When you submit a Freedom of Information of Act Request you will receive a standard letter from our office stating that we have received your request and are processing it. Under South Carolina law we have fifteen (15) business days to respond to your request. This does not necessarily mean we will have the items you requested completed, only that we must send correspondence to you regarding your request. Although we cannot guarantee a specific date of completion, we will process your request as quickly as possible. Also, please be sure to note if your request is needed for court (note date needed).