



# Freedom of Information Act Request Form

Email form to : [info@taylorsdistrict.org](mailto:info@taylorsdistrict.org) or drop off/mail to: 463 W. Main Street, Taylors, SC 29687

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

REQUESTOR'S PHONE #: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

INFORMATION REQUESTED (*PLEASE BE AS SPECIFIC AS POSSIBLE*): \_\_\_\_\_

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**COPIES - \$0.25 (Black/White), \$0.50 (Color Copies)**

**HOURLY RATES - \$18.00 (Non-Management)\*, \$28.00 (Management)\*, \$33.00 (Director)\***

**CASH OR MONEY ORDER – NO PERSONAL CHECKS ACCEPTED**

Section 30-4-30(B) S. C. Code of Law, 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 SERVICE: \_\_\_\_\_

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

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

Date Approved: 7-12-2011, amended 6-23-2025

\*¼ hour increments