



Freedom of Information Act Request Form

DATE OF REQUEST: _____

NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REQUESTOR'S PHONE #: () _____ EMAIL ADDRESS: _____

SIGNATURE: _____

INFORMATION REQUESTED (PLEASE BE AS SPECIFIC AS POSSIBLE): _____

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 8-9-2011

*¼ hour increments