



# Freedom of Information Act Request Form

## NOT FOR POLICE DEPARTMENT

FOIA #:

DATE OF REQUEST: \_\_\_\_\_ FOIA#: \_\_\_\_\_

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

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

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

E-MAIL ADDRESS: \_\_\_\_\_

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

Where to forward the requested information? \_\_\_\_\_

**§30-4-30(8) 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.

I understand that it is against South Carolina law to obtain or use public records for commercial solicitation and that penalties are involved for noncompliance with the state's prohibitions against using information secured through a FOIA request for commercial solicitation. (S.C. Code Ann. § 30-2-50)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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### FOR OFFICE USE ONLY

Request Assigned To: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_ Fee(s) for Services: \_\_\_\_\_

Response Due By: \_\_\_\_\_ Method of Payment: \_\_\_\_\_



## FREEDOM OF INFORMATION ACT REQUEST FEE SCHEDULE & INSTRUCTIONS

FOIA #:

FOIA Activity	Cost / Charge	# of Units	Subtotal Cost
<b>Research / Retrieval Time</b> <ul style="list-style-type: none"> <li>Time prorated per ½ -hour rate for research, retrieval, redaction, &amp; response time</li> </ul>	Lowest Hourly Rate for Response by Authorized Personnel  Hourly Rate: \$		
<b>Black &amp; White Copies</b> <ul style="list-style-type: none"> <li>Size: 8½" x 11"</li> </ul>	\$0.15 per page		
<b>Color Copies</b> <ul style="list-style-type: none"> <li>Size: 8½" x 11"</li> </ul>	\$0.25 per page		
<b>Over-sized documents or large quantities</b>	Actual Production Cost <i>(may be from a 3<sup>rd</sup> party vendor)</i>		
<b>Digital Format</b> <ul style="list-style-type: none"> <li>CD/DVD, UBS, Ext. Hard Drive, etc.</li> </ul>	Actual Cost for Media / Format		
<b>Shipping / Postage</b>	Actual Shipping / Postage Cost		
<b>TOTAL COST:</b>			

AMT PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ VERIFIED BY: \_\_\_\_\_

FOIA requests which are particularly voluminous or time-consuming may result in charges to the requestor to recover the cost of public resources spent for request fulfillment. Such charges shall not exceed the actual cost to research, retrieve, redact, and provide access to and/or produce copies of the requested documents. An estimate of the costs will be provided upon request, and a deposit may be required.

Pursuant to the South Carolina Freedom of Information Act, the City of Loris ("City") will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act ("FOIA") requests should be directed to: **City of Loris – City Hall, Attn: FOIA, 4101 Walnut Street, Loris, South Carolina 29569**

In general, South Carolina Freedom of Information Act requests are for documents the City of Loris has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (i.e., social security numbers, driver's license numbers, etc.), information regarding minors, and other specific information may be redacted. When completing the request, it is VERY important to be as SPECIFIC as possible. Your request may be delayed if you are unclear about what you are looking for.

The City can only provide documents and/or records concerning the incorporated jurisdiction for the City of Loris. If the information requested is **not** within the City's jurisdiction, you will need to submit your request to the proper entity. Ensure that the contact information provided is accurate; our response will be addressed to the information provided.

When you submit a Freedom of Information Act (FOIA) Request, you will receive correspondence from our office acknowledging receipt of your request, along with a brief status update. South Carolina law allows for ten (10) business days to respond to your FOIA request. This does **not** necessarily mean your requested information is available, but simply 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 litigation and note the pertinent date(s).

Inspection and/or reproduction of public records are subject to all applicable exemptions and exclusions as provided by the South Carolina Freedom of Information Act, and/or any other state and federal laws. Should the requested information be available for electronic transmission, the per-page copy charges will not apply; however, you will be charged for authorized personnel's time spent to research, retrieve, and redact the documents. The City is **not** required to create an electronic version of a public record where one does not exist.

**S.C. Code §30-2-50:** *It is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.*