



FREEDOM OF INFORMATION ACT REQUEST FORM
Town of South Congaree
 119 West Berry Road
 West Columbia, SC 29172
 Phone (803) 755-2760 Fax: (803) 755-0456

IMPORTANT NOTICE - FREEDOM OF INFORMATION ACT REQUEST FORM
CHAPTER 4, TITLE 30, CODE OF LAWS OF SOUTH CAROLINA

Section 30-2-50 Pursuant to S.C. Code ann. § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from the city for commercial solicitation directed to any person in this state. All persons making FOIA requests to the city are hereby notified that all persons obtaining or using public records for commercial solicitation directed to any person in this state is prohibited. A person knowingly violating the provisions of S.C. Code ann. § 30-2-50 is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.

Section 30-4-30(b). The public body may establish and collect fees not to exceed the actual cost of searching for or making copies of records. Fees charged by a public body must be uniform for copies of the same record or document. However, members of the General Assembly may receive copies of records or documents at no charge from public bodies when their request relates to their legislative duties. The records must be furnished at the lowest possible cost to the person requesting the records. Records must be provided in a form that is both convenient and practical for use by the person requesting copies of the records concerned, if it is equally convenient for the public body to provide the records in this form. Documents may be furnished when appropriate without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is in the public interest because furnishing the information can be considered as primarily benefiting the general public. Fees may not be charged for examination and review to determine if the documents are subject to disclosure. Nothing in this chapter prevents the custodian of the public records from charging a reasonable hourly rate for making records available to the public nor requiring a reasonable deposit of these costs before searching for or making copies of the records

Section 30-4-30(c). Each public body upon written request for records made under this chapter, shall within ten days (excepting Saturdays, Sundays and legal public holidays) of the receipt of any such request notify the person making such request of its determination and the reasons for it, provided, however, that the record is more than twenty-four months old at the date the request is made, the public body has twenty days (excluding Saturdays, Sundays, and legal holidays) of the receipt to make notification.

FEES: (A MINIMUM FEE OF \$3.00 FOR STAFF TIME REQUIRED TO RESPOND TO THE REQUEST MUST BE INCLUDED)

MINIMUM CHARGE FOR ALL REQUEST	\$ 3.00
REQUESTORS SHALL PAY FOR COPIES	\$ 0.25 per copy
REQUESTORS SHALL PAY FOR STAFF TIME AT A GROSS HOURLY RATE	\$13.50 per hour, per employee
INCIDENT REPORT/ACCIDENT REPORT/CRIMINAL RECORD CHECK (EXCEPTION: OWNER/VICTIM/FIRE SCENE INVESTIGATOR FIRST COPY FREE)	\$ 5.00

An advance deposit of up to 25% of the reasonably anticipated costs may be required prior to search and retrieval of records.

Fee Waiver: Please give reason for waiver

TOSC Official Authorization (Please Initial) _____

REQUESTOR: By signing below you acknowledge that you have read and understand the above information:

THE FOIA (Freedom of Information Act), REQUEST AND IDENTITY OF THE REQUESTOR ARE PUBLIC RECORD

Requestors Name: _____ **Request Date:** _____

Requestors Address: _____

Requestors Signature _____

Phone Number: _____ **Email** _____

FOIA Request:

Office Use Only: Request Received: _____ date _____ Official _____
 Released to: _____ on _____