



## FREEDOM OF INFORMATION ACT REQUEST FORM

TO: CITY OF WALTERBORO

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

YOUR ADDRESS: \_\_\_\_\_

YOUR EMAIL: \_\_\_\_\_

YOUR PHONE NUMBER(S): \_\_\_\_\_

PLEASE STATE WHAT PUBLIC RECORDS YOU ARE REQUESTING AND INCLUDE THE FOLLOWING: ADDRESSES, SPECIFIC DATES AND TIMES OR A DATE RANGE, AND/OR NAMES(S), ETC.

**I REQUEST THE FOLLOWING INFORMATION UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**ALL COPIES .25¢ EACH PLUS STAFF MEMBER HOURLY RATE  
PAYMENT METHOD ACCEPTED: CASH, MONEY ORDER OR CREDIT CARD**

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 making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver of 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.

### IMPORTANT NOTICE

**Section 30-2-50(B) S.C. Code of Laws, provides that personal information obtained from public records is prohibited from being used for commercial solicitation purposes.**

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_

FEE FOR SERVICES: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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

\_\_\_\_\_