

# FREEDOM OF INFORMATION ACT REQUEST FORM

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

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

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

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

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

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INFORMATION REQUESTED (please be as specific as possible):

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\_\_\_\_\_ (attach additional pages as necessary)

Section 30-4-30(B) S.C. Code of Laws, 1976, as amended, (the FOIA) authorizes Laurens County, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Requestors are reminded that, "The obligation of the County is to make records available for review by the public; employees are not required to analyze data or make data compilations in responding to FOIA requests."

## Schedule of Charges Laurens County Charges

**Copies:** Five Dollars (\$5.00) per page.

**Research & Preparation:** Twenty-Five (\$25.00) per hour for staff time below the department head level

**Executive Staff:** Based on actual compensation; for use only if unavoidable

A non-refundable cash deposit of \$25.00 will be required prior to making records available to you. Immediate payment of the balance due upon completion of the research is also required.

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### FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: \_\_\_\_\_ DATE OF COMPLETION: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_ FEE FOR SERVICES: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_ METHOD OF PAYMENT: \_\_\_\_\_