



Freedom of Information Act Request Form

Town of Kershaw, South Carolina
Post Office Box 145, Kershaw, SC 29067
(803) 475-6065

The Town of Kershaw, South Carolina (the "Town") has adopted "Policy Regarding Requests for Public Records Under the Freedom of Information Act" (the "Policy"). Pursuant to the Policy, requests for information made under the Freedom of Information Act, now codified as 30-4-10 *et seq.* of the Code of Laws of South Carolina, 1976, as amended (the "FOIA") shall be made using this form. This form must be signed and submitted by way of one of the following:

In Person: Town Hall, 113 South Hampton Street, Kershaw, SC 29067
US Mail: Town of Kershaw, Attn: Town Administrator, PO Box 145, Kershaw, SC 29067
Email: john.douglas@townofkershawsc.gov

Date of Request: _____ Name of Person Making Request: _____
Name of Agency/Firm or Organization Business Making Request: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

Information Requested (*please be as specific as possible*). Attach additional pages as needed.

Please indicate the format in which you would like a response:

☐ Email Electronic Copies ☐ Pick Up ☐ Mail Hard Copies

Please be advised that under the South Carolina Code of Laws, SECTION 30-2-50, Disclosable personal information, commercial solicitation use, local government, Section (B) "all persons who obtain records pursuant to this chapter that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited."

By signing below, you hereby acknowledge that you completely read and fully understand the information obtain via this FOIA request will not be used for solicitation.

Requestor Signature: _____

Under this Policy, the Town has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.

| | Minutes/Hours | x Rate | Cost |
|---------------------------------------------------------|-------------------------|-----------------------------------------|------|
| Per Hour for Employee Search/Retrieval Time | | *Varies | |
| Copies: | Number of Pages: | Unit Price (1 Pg. = 1 Unit): | |
| Per Page Letter Size b&w/color | | \$0.40 b&w/\$0.80 color | |
| Per Page Legal Size b&w/color | | \$0.90 b&w/\$1.00 color | |
| Charge for staff time to search, retrieve or redact | | \$13.50 per hr, per employee | |
| Minimum charge to respond to all FOIA requests | | \$3.00 | |
| Services anticipating three hours or more of staff time | | 25% deposit of estimated cost | |
| Postage/Shipping (USPS/FEDEX/UPS) | | Varies | |
| TOTAL COST | | | |

FOR OFFICE USE ONLY

Date Request Received: _____ By: _____ Response Notice Due Date: _____
First Response Date: _____ Notification fees/document ready date: _____ Notification of Denial Date: _____
Reason for Denial: _____
Fee for Services: _____ Date Paid: _____ Method of Payment: _____
Date of Completion: _____ Staff Signature: _____