



www.saintgeorgesc.org

Town of St. George
Clerk Treasurer

305 Ridge Street
St. George, SC 29477
(843) 563-3032

FREEDOM OF INFORMATION ACT REQUEST FORM

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (_____) _____ EMAIL ADDRESS: _____

Please indicate your preferred method of delivery by checking the appropriate box below. If possible, we will respond by the preferred method; however, some responses may not be suitable for fax or e-mail due to quantity, size or medium of the document.

Mail E-mail Request to review information on premises

Pursuant to the S.C. Freedom of Information Act, S.C. Code Section 30-4-30 and following sections, I request a copy of the following records (please be specific and include dates of records).

I agree that I will not use any personal information in the documents provided for commercial solicitations directed to any person in South Carolina. I understand that such activities are prohibited under S.C. Code Section 30-2-50 and are subject to fines or imprisonment. If you may use the records for commercial purposes, please describe that use: _____

Depending upon the age of the records requested, I understand that the Town has at least ten (10) days, excluding weekends and Town holidays, in which to notify me of its determination on whether the records will be provided. Certain records may have a longer notification time period due to the age of the records requested. I understand that the Town then has a period of time to send me the records that will be provided. I understand that I may be required to pay the costs of copying, research, and postage associated with my request and provide a deposit for those fees. An estimate of those costs, if any, will be provided with the initial notification from the Town.

SIGNATURE: _____

Return form to:
Town of St. George
Clerk Treasurer
305 Ridge Street
St. George, SC 29477

amoore@townofstgeorgesc.org

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____

TOWN OF ST. GEORGE FREEDOM OF INFORMATION ACT CHARGES

Research Services	Search, retrieve, redact	\$15.00 per hour minimum *
Copies	8.5 x 11	\$.25/pg. (B&W);
Computer Discs		\$10.00
Video Discs		\$10.00
Flash Drives		Up to \$15.00
Postage		Current Rate for First Class

*The fee for the search, retrieval or redaction of records shall not exceed the prorated hourly salary of the lowest paid employee who has the necessary skills and training to perform the request. This charge may vary among Town departments and offices.

Other charges not listed above may apply in certain situations.

Deposit

25% Deposit may be required of total anticipated cost for providing records before the records are reviewed and compiled with the balance paid at the time the records are provided.