

Town of Swansea, South Carolina
300 West Third Street, Swansea S.C. 29160
Phone: (803) 568-2835

FREEDOM OF INFORMATION ACT REQUEST FORM

The Town of Swansea, South Carolina (the "Town") has adopted its "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 at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended ("FOIA") shall be made using this form. This form must be signed and submitted either: (i) in person at the Swansea Town Hall, 320 West Third Street, Swansea S.C. 29160; (ii) by mail to Town of Swansea, Attn: Town Clerk, 320 West Third Street, Swansea S.C. 29160; or (iii) by electronic mail. A minimum fee of \$3.00 for staff time required to respond to the request must be paid upon receipt of the requested records. Additional fees may also be required. No faxed requests will be accepted.

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____
TOWN: _____ STATE: _____ ZIP: _____
PHONE NUMBER: _____ EMAIL: _____

I, the undersigned, agree to pay the charges set by the fee schedule below for the services and copies I have requested.

SIGNATURE: _____

INFORMATION REQUESTED (please be as specific as possible and attach additional pages if needed): _____

Section 30-4-30(b) of FOIA, authorizes the Town, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the Town has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. A deposit of one quarter of the estimated cost to respond to a request is required for requests that are expected to require greater than five (5) hours of staff time.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM THE TOWN OF SWANSEA FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500. MY FILING OF THIS REQUEST CONSTITUTES ACKNOWLEDGMENT OF THIS PROHIBITION.

Fee Schedule for Staff Time and Copies

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$3.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.20 per copy
Charge for staff time to search, retrieve, or redact records	\$20.00 per hour, per employee
Charge for other media used to provide records	Actual cost of media to Town
Deposit for anticipated or apparent staff time exceeding 5 hours	One quarter of estimated costs

FOR TOWN USE ONLY

DEPARTMENT SUBJECT TO REQUEST: _____ RECEIVED BY: _____
REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____
DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____
DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____

**CERTIFICATION OF FOIA FULFILLMENT
FOR THE TOWN OF SWANSEA, SOUTH CAROLINA**

PURSUANT TO §§ 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY OBTAINING OR USING INFORMATION OBTAINED FROM THE TOWN OF SWANSEA FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS PROHIBITION IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500.

REQUESTOR NAME: _____

DATE OF REQUEST: _____

DATE OF RESPONSE: _____

I, _____, the undersigned employee of the Town of Swansea, South Carolina, certify that I have processed your request for access to public records pursuant to the Freedom of Information Act ("FOIA"), as codified at §§ 30-4-10 et seq. of the Code of Laws of South Carolina 1976, as amended, and am making available to you via {[U.S. Mail], [E-mail], [in-person delivery] (circle one)} the requested records contained herein.

Town of Swansea, South Carolina