



CITY OF Clemson SOUTH CAROLINA

South Carolina law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.

FOIA Records Request

Please Print

Name _____ Date Requested _____

Address _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Agency, Firm, or Organization _____

Address (if different) _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Information Requested (attach additional description, if required) _____

Requested Delivery: Mail _____ Pick Up _____ Email _____ Email Address _____

Office Use Only

Date Request Received: _____

Written FOIA Response determining availability of records and notice of any exemptions due: _____

10 business days from date of receipt of FOIA request for records less than 24 months old
20 business days from date of receipt of FOIA request for records more than 24 months old

Written FOIA Response provided to Requestor: _____

If the City of Clemson determines that the requested records are available and not exempt from disclosure, the records will be furnished to the requestor within 30 calendar days of its written response, or within 35 calendar days if the records are more than two years old.

A DEPOSIT (25% of reasonably anticipated cost for reproduction of the records) IS REQUIRED, if search and retrieval time is greater than 30 minutes and/or the number of pages to be produced is greater than 10 pages. The balance must be paid at the time of production.

Estimated Search/Retrieval Time	Number of Minutes/Hours	Rate	Cost
		\$15.00/hour	
Estimated # of black-white copies	Number of Pages		
Estimated # of color copies	Number of Pages		
Estimated # of discs for audio or video recording	Number of Discs		

Estimated Cost: _____ Deposit Amount: _____

Deposit Received on: _____

Production of Documents Due: _____

*30 days after date of receipt of deposit for records less than 24 months old
35 days after date of receipt of deposit for records more than 24 months old*

Name	Department	Time	Rate:	Cost
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	

Fee Schedule

	Minutes/Hours	X Rate	= Cost
Search/Retrieval Time There is no retrieval charge for records retrieved and copied within ½ hour or less.		\$15.00	
Copies There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less or if an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.**	Number or Pages	Unit Price	
Black-White Paper Records/Standard Reports 8.5x11		\$0.25/page	
Color Paper Records/Standard Reports 8.5x11		\$0.50/page	
Standard Maps/Plots up to 11x 17 black-white		\$0.50/each	
Standard Maps/Plots up to 11x 17 color		\$1.00/each	
Standard Maps/Plots larger than 11x 17		\$5.00/each	
Microfiche/Microfilm Copies		\$0.25/each	
CD/DVD		\$1.00/each	
Flash Drive		\$12.00/each	
TOTAL COST			

**Please note that if the requested records are not in electronic format and our office agrees to transfer documents to an electronic format, there will be a charge for the staff time required to transfer the documents to an electronic format.

Certain **search/retrievals** may also require an additional rate.

Information reviewed by: _____ Date information provided to requestor: _____