

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

### 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/hr	
Estimated # of black-white copies	Number of pages		
Estimated # of color copies	Number of pages		
Estimated # of Discs for audio or video recordings	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

Information retrieved by: \_\_\_\_\_

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
<b>Search/Retrieval Time</b> There is no retrieval charge for records retrieved and copied within ½ hour or less.		\$ 15.00	
<b>Copies</b> 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.**	<b>Number or Pages</b>	<b>Unit Price</b>	
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 11" x 17" black-white		\$0.50/each	
Standard maps/plots up to 11" x 17" color		\$1.00/each	
Standard maps/plots larger than 11" X 17"		\$5.00/each	
Microfiche/microfilm copies		\$0.25/each	
CD/DVD		\$1.00/each	
Flash Drive		\$12.00/each	
<b>TOTAL COST</b>			

\*\*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 require an additional rate.

Information reviewed by: \_\_\_\_\_ Date information provided to requestor: \_\_\_\_\_