

DILLON COUNTY, SOUTH CAROLINA
FREEDOM OF INFORMATION ACT REQUEST FORM

THIS COMPLETED FORM OR A SIMILAR REQUEST CONTAINING THE REQUIRED INFORMATION MUST BE HAND DELIVERED, OR MAILED TO DILLON COUNTY ADMINISTRATION BUILDING, 109 S. 3rd AVENUE, DILLON, SOUTH CAROLINA 29536, ATTENTION: CLERK TO COUNCIL OR EMAILED TO: DBLAKELY@DILLONCOUNTYSC.ORG.

DATE OF REQUEST: _____
NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE NUMBER: _____ EMAIL: _____
SIGNATURE: _____

PUBLIC RECORD(S) REQUESTED TO INSPECT OR COPY (please be as specific as possible):

(Attach additional pages as necessary)

Section 30-4-30(B) S.C. Code of Laws, 1976, as amended, (the FOIA) authorizes Dillon County, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. By Resolution adopted on April 26, 2023, Dillon County Council adopted a Freedom of Information policy providing for fees for copies and for staff time in searching for and providing requested information. Requestors are reminded that the policy of the County is: The first and primary purpose of the County and its agencies and departments is to provide the public service for which it was established; therefore, other services such as providing copies of public records, must be accommodated within the overall goal of meeting the County's agencies and departments' main mission objective. In this regard, however, the County's agencies and departments are governed by the Freedom of Information Act requirements. Information supplied pursuant to a Freedom of Information Act Request is subject to the provisions of South Carolina Code Section 30-2-50 and specifically Section 30-2-50(A) "A person or private entity shall not knowingly obtain or use personal information obtained from a state agency, a local government, or other political subdivision of the State for commercial solicitation directed to any person in this State." Also, Dillon County as provided by the S.C. Freedom of Information Act may provide for the inspection and copying of documents.

Schedule of Fees Dillon County Charges

Copies Fifty cents (\$0.50) per page. Copies of Council minutes, Resolutions and Ordinances may be free, if a small number of copies are involved.

Research & Preparation Based on actual costs of searching for and making copies.

A good faith deposit for the estimated costs of retrieving and copying requested information will be required for numerous copies, or if the request relates to information not readily retrievable or which will require unusual staff time to provide.

This institution is an equal opportunity provider and employer.

FOR OFFICE USE ONLY

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