

CITY OF WELLFORD, SOUTH CAROLINA  
P. O. BOX 99  
WELLFORD, SOUTH CAROLINA 29385  
864-439-4875

FREEDOM OF INFORMATION ACT REQUEST FORM

The City of Wellford (the "City") 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 (the "FOIA") shall be made using this form. This form must be signed and submitted either: in person or by mail to City of Wellford, P. O. Box 99, Wellford, SC 29385. A minimum fee of \$5.00 for staff time required to respond to the request must be included. Additional fees may also be required. No email or faxed requests will be accepted.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ 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 Department, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the City has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. A minimum of \$5.00 for all FOIA requests must be submitted along with this form. An additional deposit is required for requests that are anticipated to require greater than (5) five hours of staff time.

**IMPORTANT:** Section 30-4-50(b) S. C. Code of Laws provides that information obtained from public records is prohibited from being used for commercial solicitation purposes. By signing this request form, you agree to comply fully with the S. C. Code of Laws

Fee Schedule for Staff Time and Copies

| Description   | Charge                        |
|---|-------------------------------|
| A minimum charge shall be paid for all requests                                   | \$ 5.00                       |
| Requestors shall pay for copies exceeding ten (10) pages                          | \$ 0.50 per copy              |
| Videos and/or DVDs, Rule 5, Brady Motion  | \$25.00 per disk              |
| Requestors shall pay for staff time at a gross hourly rate                        | \$20.00 per hour per Employee |
| Deposit for anticipated or apparent staff search time exceeding five (5) hours -- | ½ of estimated costs          |
| At the discretion of the City Clerk, any portion of the rate may be waived        |                               |

FOR DEPARTMENT 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: \_\_\_\_\_