



**FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS**

**DATE OF REQUEST** \_\_\_\_\_

**REQUESTOR** \_\_\_\_\_

**STREET ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP CODE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**PLEASE INDICATE DEPARTMENT REQUEST SHOULD BE FORWARDED TO:**

- LAW ENFORCEMENT**
- BUILDING CODE (CERTIFICATES OF OCCUPANCY, BUILDING CODE VIOLATIONS, ETC.)**
- ZONING CODE (ZONING DISTRICTS, ZONING CODE VIOLATIONS, ETC.)**
- OTHER** \_\_\_\_\_ **(PLEASE SPECIFY)**

**DESCRIPTION OF RECORDS REQUESTED:**

**ARE THESE RECORDS FOR A COMMERCIAL USE PURPOSE?**

- YES**
- NO**

**PURSUANT TO S.C. CODE ANN. § 30-2-50, A PERSON OR PRIVATE ENTITY SHALL NOT KNOWINGLY OBTAIN, OR USE PERSONAL INFORMATION OBTAINED FROM THE CITY FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE. ALL PERSONS MAKING FOIA REQUESTS TO THE CITY ARE HEREBY NOTIFIED THAT ALL PERSONS OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE IS PROHIBITED. A PERSON KNOWINGLY VIOLATING THE PROVISIONS OF S.C. CODE ANN. § 30-2-50 IS GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED AN AMOUNT NOT TO EXCEED FIVE HUNDRED DOLLARS OR IMPRISONED FOR A TERM NOT TO EXCEED ONE YEAR, OR BOTH.**

**PLEASE INDICATE HOW YOU WOULD LIKE TO RECEIVE THIS INFORMATION:**

- INSPECTION AT CITY OFFICE**
- HARD COPY BY MAIL (WILL BE SENT TO ADDRESS ABOVE)**
- HARD COPY FOR PICK UP**
- FAX TO** \_\_\_\_\_
- EMAIL TO** \_\_\_\_\_
- DIGITAL COPY (REQUESTOR MUST PROVIDE NEW/UNOPENED FLASH DRIVE/DISC)**
- OTHER** \_\_\_\_\_



**IN ACCORDANCE WITH FOIA, THE CITY OF FOREST ACRES MUST:**

- 1. FOR RECORDS LESS THAN 24-MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE CITY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD<sup>1</sup> WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 30 CALENDAR DAYS OF THE LATER OF EITHER CITY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE CITY.**

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<sup>1</sup> The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws

- 2. FOR RECORDS MORE THAN 24-MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE CITY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD<sup>1</sup> WITHIN 20 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITH 35 CALENDAR DAYS OF THE LATER OF EITHER CITY'S NOTIFICATION AS TO THE AVAILABILITY TO THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IS REQUIRED BY THE CITY.**

**THE CITY MAY REQUIRE AN ADVANCE DEPOSIT OF UP TO 25% OF THE RESONABLY ANTICIPATED COSTS FOR REPRODUCTION OF THE RECORDS PRIOR TO THE CITY SEARCHING FOR OR MAKING COPIES OF THE RECORDS.**

**BY MY SIGNATURE, I HEREBY STATE THAT I HAVE RECEIVED INFORMATION ABOUT THE CITY OF FOREST ACRES'S FOIA PROCESS AND A COPY OF THE FEE SCHEDULE OUTLINING POSSIBLE CHARGES I MAY INCUR AS PART OF THIS REQUEST. I ALSO CERTIFY TO THE CITY OF FOREST ACRES THAT I WILL NOT USE PERSONAL UNFORMATION OBTAINED FROM THE CITY FOR PURPOSES OF COMMERCIAL SOLICITATION NOR WILL I PROVIDE SUCH PERSONAL INFORMATION TO OTHERS FOR PURPOSES OF COMMERCIAL SOLICITATION.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**PLEASE SUBMIT YOUR REQUEST TO:**

**CITY OF FOREST ACRES  
ADMINISTRATION  
5209 N TRENHOLM RD  
COLUMBIA, SC 29206  
FAX: (803) 782-3183  
EMAIL: [mqueen@forestacres.net](mailto:mqueen@forestacres.net)**

FOR OFFICE USE ONLY: Date Received _____		Date of Initial Response _____	
City Attorney Involvement: YES	NO	Associated Fees \$ _____	Paid: YES NO