



Freedom of Information Act Request Form

City of Goose Creek - Office of the City Clerk
 Post Office Drawer 1768 - Goose Creek, SC 29445
 843-797-6220 Ext. 1113

The City of Goose Creek, South Carolina (the "City") has adopted "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 as 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 by way of one of the following:

In Person: City Hall, Office of the City Clerk, 519 North Goose Creek Boulevard, Goose Creek, SC
 US Mail: City of Goose Creek, Attn: City Clerk, P.O. Drawer 1768, Goose Creek, SC 29445
 Facsimile or Email: (843) 863-5208 **OR** klovette@cityofgoosecreek.com

Date of Request: _____ Name of Person Making Request: _____

Name of Agency/Firm or Organization Business: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Information Requested (*please be as specific as possible*). You may attach additional pages as needed.

Please indicate the format in which you would like a response:

- Email Electronic Copies Fax (Under 20 Pages) Will Pick Up Mail Hard Copies

_____ I request certification of the copies provided. I agree to pay \$1.00 for each additional document certified.

Please be advised that under the South Carolina Code of Laws, SECTION 30-2-50, Disclosable personal information, commercial solicitation use, local government, Section (B) "all persons who obtain records pursuant to this chapter that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited."

By signing below, you hereby acknowledge that you completely read and fully understand the information obtain via this FOIA request will not be used for solicitation.

Requestor Signature: _____

Under this Policy, the City has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.

	Minutes/Hours	x Rate	Cost
Search/Retrieval Time		\$10/hour	
Copies:	Number of Pages:	Unit Price (1 Pg. = 1 Unit):	
Paper Records/Standard Reports		\$0.15/page	
PDF		Free	
Microfiche/Microfilm Copies		\$0.15/page	
Audio/Video Cassette Copies		\$10.00/each	
CD/DVD		\$3.00 each	
Standard Maps/Plots up to 11" x 17"		\$.50/each	
Standard Maps/Plots Larger than 11" x 17"		\$5.00/each	
Police Reports		\$5.00 (No Charge for Victim)	
Postage/Shipping (USPS/FEDEX/UPS)/Email (PDF)			
PDF's			
TOTAL COST			

FOR OFFICE USE ONLY

Assigned FOIA # _____ Date Request Received: _____ By: _____

Response Notice Due Date: _____ Forwarded to Department/Employee: _____

First Response Date: _____ Notification fees/document ready date: _____ Notification of Denial Date: _____

Reason for Denial: _____

Fee for Services: _____ Date Paid: _____ Method of Payment: _____

Date of Completion: _____ Staff Signature: _____