FREEDOM OF INFORMATION ACT RECORDS REQUEST

Note: Records may be requested electronically. Simply visit TownofMcCormickSC.org and click "Request for Information"

Information Requested: _____

_____

_____

Reason for Request: _____

_____

_____

Name: _____

(Last) (First) (Middle)

Address: _____

(Physical/PO Box) (City) (State) (Zip)

Phone: _____

(Home) (Work) (Mobile) (Email)

(Over; please complete reserve side of form)

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.

_____ _____

(Signature) (Date)

Changes to the S.C. Freedom of Information Act (H3352) became law on May 19, 2017. Under the changes, public bodies may charge a rate not to exceed the prevailing commercial rate for copying documents. The rate for searching, retrieving and redacting records will not exceed the hourly wage of the lowest paid employee who has the skill and training to fulfill the request. A deposit of no more than 25% of the reasonably, anticipated cost may be requested prior to searching for and copying of said records.

OFFICIAL USE ONLY

Assigned to: _____

Date Assigned: _____

Fee: _____

Date Due: _____

Method of Payment: _____

Date Completed: _____