

Instructions Complete Freedom of Information Act Request Form

When completing the request, it is VERY important to be as SPECIFIC AS POSSIBLE. Your request may be delayed if you are not clear about the information you are seeking.

DATE OF REQUEST: Please use the date that you are completing the request.

NAME: Please provide the name of the person(s) or company that is requesting the information.

ADDRESS, CITY, STATE, & ZIP: Please provide us with your mailing address.

PHONE NUMBER: Please provide us with a daytime telephone number where you can be reached.

EMAIL ADDRESS: In the event that your FOIA can be emailed or you prefer email correspondence, please provide us with an email address.

INFORMATION REQUESTED: In general, South Carolina Freedom of Information Act requests are for documents Florence County Government has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (social security numbers, driver's license number, etc.), information regarding juveniles (18 years and younger), and other specific information may be redacted.

Signature: Please sign your request indicating you have read the excerpt from §30-2-50.

Miscellaneous information: Pursuant to the Freedom of Information Act Florence County will respond to a Freedom of Information Act request within 10 business days if the documents requested are two years old or less. If the documents requested are more than two years old, the response time is 20 days.

Florence County Council and Florence County Administrator's Office is not eh office of record for Elected and Appointed Officials.

To Request Information from the Florence County Sheriff's Office, go to www.fcso.org.

911 Tapes and/or Computer-Aided Dispatch (CAD) Reports: To request information, complete the 911 Request form available on-line at www.fcemd.org.

For more information about the Freedom of Information Act, please visit <http://www.scstatehouse.gov/code/t30c004.php>

**FLORENCE COUNTY
FREEDOM OF INFORMATION ACT
REQUEST FORM**

Mail completed form to: Florence County Administrator's Office, 180 N. Irby St. MSC-G, Florence, SC 29501
When completing the form below please print the requested information.

Date of Request: _____

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone Number: _____ E-Mail Address: _____

When completing the request, it is VERY important to be as SPECIFIC AS POSSIBLE. Your request may be delayed if you are not clear about the information you are seeking.

Information Requested/Detailed Description: _____

§30-2-50 prohibits a person or private entity from knowingly obtaining personal information from a local government or other political subdivision for commercial purposes. Violators are guilty of a misdemeanor and upon conviction are subject to a \$500 fine and/or jail time up to one year. By signing below you are acknowledging that you have read the above statement regarding § 30-2-50 and the information you seek shall not be used for commercial purposes.

Signature: _____

For Office Use Only:

Received: Hand-Delivered _____ Mail _____ Fax _____ E-Mail _____ by _____

Request assigned to: _____ Date of Completion: _____

Date of Assignment: _____ Fee for Services Rendered: _____

Comments: _____ Method of Payment: _____

I have received _____ pages in response to the Freedom of Information Act request above.

Signature: _____ Date _____

To View the South Carolina Freedom of Information Act in its entirety, go to
<http://www.scstatehouse.gov/code/t30c004.php>

STATE OF _____)
)
COUNTY OF _____)

AFFIDAVIT of CORPORATE OFFICER

Personally appeared before me _____, who
Print Name

is the _____ of _____ being duly sworn,
Title of Office Name of Corporation/Organization

affirms that the information requested from Florence County pursuant to a Freedom of Information Act request, will not be used for Commercial Solicitation* as that term is defined in Section 30-2-10 of the *South Carolina Code of Laws*, of 1976, (2007, as amended.)

Signature

Sworn to before me this
_____ day of _____, _____

Notary Public for the State of _____
My Commission Expires: _____

*(3) "Commercial solicitation" means contact by telephone, mail, or electronic mail for the purpose of selling or marketing a consumer product or service. "Commercial solicitation" does not include contact by whatever means for the purpose of:

- (a) offering membership in a credit union;
- (b) notification of continuing education opportunities;
- (c) selling or marketing banking, insurance, securities, or commodities services provided by an institution or entity defined in or required to comply with the Federal Gramm-Leach-Bliley Financial Modernization Act, 113 Stat. 1338; or
- (d) contacting persons for political purposes using information on file with state or local voter registration offices.