



# FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

According to the South Carolina Freedom of Information Act (FOIA), the Beaufort County School District has fifteen (15) working days to determine if the information being requested is publicly available under the law. In addition, the district may charge a searching and copying fee for extensive requests.

Enter your email address below to receive a confirmation email when you submit your data:

Email Address: \_\_\_\_\_  
OPTIONAL (NAME@GMAIL.COM, FOR EXAMPLE)

Please fill in the required fields below:

Name: \_\_\_\_\_  
FIRST LAST

Organization: \_\_\_\_\_  
(IF APPLICABLE):

Address: \_\_\_\_\_  
STREET  
STREET ADDRESS LINE 2  
CITY STATE ZIP COUNTRY

Home Phone: \_\_\_\_\_  
AREA CODE PHONE NUMBER

Work Phone: \_\_\_\_\_  
AREA CODE PHONE NUMBER

Email Address: \_\_\_\_\_  
(NAME@GMAIL.COM, FOR EXAMPLE)

Public Records Requested (Description of Documents or Information Requested):

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Please print this form and mail to: Risk Manager  
Beaufort County School District  
2900 Mink Point Blvd  
PO Drawer 309  
Beaufort, SC 29901-0309