

**From:** [Staton, Jennifer A](#)  
**To:** [jonah.kolsrud@otis.com](mailto:jonah.kolsrud@otis.com)  
**Subject:** RE: Freedom of Information Act (FOIA) Request Form  
**Date:** Wednesday, January 5, 2022 12:44:00 PM

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Mr. Kolsrud-

In accordance with S.C. Code Ann. 30-4-30(B), the BCSD estimates search, retrieval, and redaction, if necessary, of documents to respond to your request will require 4 hours, for an estimated cost of \$148.82, plus 6 cents per copy or the cost of the electronic storage device. Costs may increase or decrease. A 25% deposit of the total reasonably anticipated cost is required before work will begin on your request. Please make all checks out to the Beaufort County School District and send to my attention.

Jennifer Staton, MS, CSP  
Director of Risk Management  
Beaufort County School District  
843-322-2355 | Fax: 843-322-2389

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**From:** Jotform <noreply@jotform.com>  
**Sent:** Monday, December 20, 2021 5:12 PM  
**To:** Staton, Jennifer A <Jennifer.Staton@beaufort.k12.sc.us>; Bruder-Brasseur, Candace L <Candace.Bruder-Brasseur@beaufort.k12.sc.us>  
**Subject:** Re: Freedom of Information Act (FOIA) Request Form

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 <b>Freedom of Information Act (FOIA) Request Form</b>	
Name:	Jonah Kolsrud
Organization (if applicable):	Otis Elevator Company
Address:	Street Address: 2557 Oscar Johnson Drive City: Charleston State: South Carolina Zip Code: 29405 Country: United States
Home Phone Number:	(843) 9980290
E-mail Address:	<a href="mailto:jonah.kolsrud@otis.com">jonah.kolsrud@otis.com</a>
Public Records Requested	I would like to submit a FOIA request for documents pertaining to:

(Description of Documents or Information Requested):

- Elevator maintenance contract with billing breakdown
- 12 months of maintenance reports
- Previous bids submissions for elevator maintenance
- Any other documents deemed relevant to the elevators

You can [edit this submission](#) and [view all your submissions](#) easily.