

Palmetto Scholars Academy  
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## FREEDOM OF INFORMATION ACT REQUEST FORM

To: Palmetto Scholars Academy

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Email: \_\_\_\_\_

Your Phone Number(s): \_\_\_\_\_

**Please state what public records you are requesting and include the following:  
Addresses, Specific Dates and Times for a time range and/or Names, Etc.**

**Pursuant to the South Carolina Freedom of Information Act, §30-4-10 et seq., I am requesting an opportunity to inspect and/or obtain copies of the following public records:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Under Section 30-4-30(C) of South Carolina Law: Allow a minimum of ten (10) business days excluding weekends and observed holidays for a response to a request for records that are two years old, or less. Allow a minimum of twenty (20) business days excluding weekends and observed holidays for a response to a request for records that are more than two years old.*

### COPY FEE SCHEDULE

<p>*\$20.00 per hour for search, retrieval and redaction time \$5.00 per disc \$ 0.11 Black &amp; white - single sided \$ 0.49 Color - single sided \$ 0.22 Black &amp; white - double sided \$ 0.98 Color - double sided <b>These fees are subject to change at any time without notice.</b> <b>** Non-standard sizes will be billed at the actual cost to Palmetto Scholars Academy</b></p>	<p>Invoices will be sent to you and payment is required in full before the public records are released to you.</p> <p>If the request is deemed to be of a large volume, requesters will be notified and given an opportunity to narrow their request or will be required to pay a deposit of 25% in advance before the request will be fulfilled.</p> <p>Postage: Determined by weight</p>
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**PURSUANT TO S.C. CODE §30-2-50, OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THE STATE OF SOUTH CAROLINA IS UNLAWFUL, AND IS PUNISHABLE BY A FINE OF UP TO \$500 AND IMPRISONMENT UP TO ONE YEAR, OR BOTH.**

**Labor fees are based upon the minimum hourly wage of the lowest paid positions which, in Palmetto Scholars Academy's reasonable discretion, have the necessary skill and training to respond to basic FOIA requests. FOIA requests requiring a higher level of skill and training to respond will incur higher hourly labor rates.**

Signature \_\_\_\_\_ Date \_\_\_\_\_