

Charleston County School District
75 Calhoun Street
Charleston, SC 29401
FOIA@charleston.k12.sc.us
843-937-6482 tel.
843-937-6307 fax

FREEDOM OF INFORMATION ACT REQUEST FORM

TO: CHARLESTON COUNTY SCHOOL DISTRICT

YOUR NAME: _____

YOUR ADDRESS: _____

YOUR E-MAIL: _____

YOUR PHONE NUMBER(S) (DAYTIME): _____

PLEASE STATE WHAT PUBLIC RECORDS YOU ARE REQUESTING AND INCLUDE THE FOLLOWING: ADDRESSES, SPECIFIC DATES AND TIMES FOR A TIME RANGE, AND/OR NAME(S), ETC.

I REQUEST THE FOLLOWING INFORMATION UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT:

COPY AND FEE SCHEDULE:

***\$20.00 per hour for search, retrieval and redaction time.**

\$5.00 per disc
\$.011 per B/W – Letter size
\$.062 per Color – Letter size
\$.0156 per B/W – Legal size
\$.0698 per Color – Legal

***These fees are subject to change at any time without notice.**

Non-standard sizes will be billed at the actual cost to the Charleston County School District

Invoices will be sent to you and payment is required in full before the public records are released to you.

A deposit not to exceed twenty-five percent of the total reasonably anticipated cost for reproduction of the records will be required prior to CCSD searching for or making copies of records.

All requesters will be given an opportunity to narrow their request.

It is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. S.C. Code §30-2-50.

SIGNATURE

DATE

*Labor fees are based upon the minimum hourly wage of the lowest paid employee which, in Charleston County School District's reasonable discretion, has the necessary skill and training to respond to basic FOIA requests and are subject to change based on the nature of the request.