



City of West Columbia
Bridging Past, Present and Future

FREEDOM OF INFORMATION ACT REQUEST FORM

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ EMAIL: _____

SIGNATURE _____

INFORMATION REQUESTED: _____

**ALL COPIES \$.11 EACH PLUS STAFF MEMBER HOURLY RATE @ \$25.00 PER HOUR
CASH, MONEY ORDER, OR PERSONAL CHECKS ACCEPTED**

Section 30-4-30(B) S.C. Code of Laws, 1976, as amended, provides as follows:

The public body may establish and collect fees not to exceed the actual cost of searching for and making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver or reduction of the fee is in the public interest. The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

IMPORTANT NOTICE

Section §30-2-50(B) S.C. Code of Laws, provides that personal information obtained from public records is prohibited from being used for commercial solicitation purposes.

Return this form to:

Attn: Anna Huffman, PIO at ahuffman@westcolumbiasc.gov, Fax: 803.939.8634 or Mail: PO Box 4044, West Columbia, SC 29171

FOR OFFICE USE ONLY

REQUEST ASSIGNED TO: _____

DATE OF COMPLETION: _____

DATE OF ASSIGNMENT: _____

FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____

METHOD OF PAYMENT: _____

COMMENTS: _____
