



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: Jennifer Dowden, FOIA Officer at [jdowden@westcolumbiasc.gov](mailto:jdowden@westcolumbiasc.gov), Fax: 803.939.8634 or 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: \_\_\_\_\_

\_\_\_\_\_