

**FREEDOM OF INFORMATION ACT REQUEST FORM**

**DATE OF REQUEST:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **MAIL** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

.....

**PUBLIC RECORDS OR INFORMATION REQUESTED:**

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

**Section 30-4-30(B)** South Carolina Code of Laws, 1976, as amended, the Freedom of Information Act (FOIA) authorizes Orangeburg County, as a public body to charge and collect fees for the actual cost of responding to requests for public information.

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**OFFICE USE ONLY**

**RESPONSE DATE** \_\_\_\_\_ **STAFF ASSIGNED** \_\_\_\_\_

**APPOINTMENT DATE** \_\_\_\_\_ **COMPLETION DATE** \_\_\_\_\_

**FEES FOR SERVICES** \_\_\_\_\_ **METHOD OF PAYMENT** \_\_\_\_\_