



**CITY OF HARTSVILLE, SOUTH CAROLINA
FREEDOM OF INFORMATION REQUEST FORM**

NAME _____ DATE: ____/____/____

STREET ADD: _____ CITY: _____ ST: _____ ZIP: _____

MAILING ADD: _____ CITY: _____ ST: _____ ZIP: _____

PHONE #: _____ CELL PHONE# _____ FAX #: _____

EMAIL ADDRESS: _____

A. INFORMATION SOUGHT/REQUESTED (**be as specific as possible**): _____

B. SIGNATURE _____

CITY CLERK'S OFFICE USE ONLY:

DATE RECEIVED _____ BY _____ DEPT. _____

DATE RESPONSE DUE _____ (15 WORKING DAYS FROM SUBMISSION)

SENT TO DEPT. _____ ON ____/____/____ DUE BACK TO CITY CLERK ____/____/____

CITY CLERK DETERMINATION: (DOES REQUEST CLASSIFY AS PUBLIC INFORMATION.)

YES ____ NO ____ PER CODE SECTION 30-4-30 SIGNATURE OF CITY CLERK _____

CHARGES:

SEARCH/PREP @ WAGE AS SHOWN ON PAGE 2 _____

MAIL @ POSTAGE RATE _____

PRE-PRINTED/COPY/FAX @ .25 PER PAGE _____

REPRODUCTIONS @COST _____

TOTAL _____

PAID _____ DATE _____

DATE REQUEST ANSWERED: _____ BY: _____

Please sign and return to: City of Hartsville, Attn: City Clerk, PO Drawer 2497, Hartsville, SC 29551-2497, email city.clerk@hartsvillesc.gov fax to 843.639.4196. For more information, call 843.383.3018.

CITY OF HARTSVILLE, SOUTH CAROLINA

FOIA ADMINISTRATIVE FEES

1. Maps:

11x17 or larger printed in B/W on printer	.50
11X17 or larger printed in B/W on plotter	5.00
8X14 or smaller printed in color on printer	5.00
11X17 or larger printed in color on plotter	10.00

2. CRIMINAL RECORD CHECK/ACCIDENT REPORT/INCIDENT REPORT
(except owner/victim/fire scene investigator – first copy free) 5.00

3. CITY BUDGET OR CITY FINANCIAL REPORT NO CHARGE

4. CITY CODE AND SUPPLEMENTS AVAILABLE @ MUNICODE.COM

5. READILY AVAILABLE ITEMS REQUESTED AND SUPPLIED BY EMAIL NO CHARGE

FEES MAY BE WAIVED OR REDUCED IF INFORMATION IS PROVIDED TO ANOTHER GOVERNMENTAL OR NON-PROFIT AGENCY OR FOR A PROJECT INVOLVING THE CITY.

- HOURLY RATES: 1 HR = \$10.00, ½ HR = \$5.00, ¼ HR = \$2.50

- NO LESS THAN ¼ HR PLUS .25 PER PAGE WILL BE CHARGED FOR SEARCH AND PREP TIME ON RECORDS OF 1 – 20 PAGES; OVER 20 PAGES THE HOURLY RATE FOR ACTUAL TIME FOR SEARCH AND PREP WILL APPLY.

- ALL FAX TRANSMITTED RECORDS SHALL BE CHARGED AT SEARCH TIME OR ¼ HR (WHICHEVER IS LESS) PLUS .25 PER PAGE.

- ALL EMAILED RECORDS SHALL BE CHARGED AT SEARCH TIME OR ¼ HR (WHICHEVER IS LESS) PLUS .25 PER PAGE.

Administrative Order 010593

Revised 08/04/11

Revised 05/27/16