



Freedom of information Act Request Form

NAME \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_

STREET ADD: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

MAILING ADD: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL PHONE# \_\_\_\_\_ FAX #: \_\_\_\_\_

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 or fax to 843/917-0581. For more information call 843/383-3018.**

**CITY OF HARTSVILLE, SOUTH CAROLINA  
ADMINISTRATIVE FEES**

1.) MAPS:	
11 X 17 OR LARGER PRINTED IN B/W ON PRINTER	.50
11 x 17 OR LARGER PRINTED IN B/W ON PLOTTER	5.00
8 x 14 OR SMALLER PRINTED IN COLOR ON PRINTER	5.00
11 x 17 OR LARGER PRINTED IN COLOR ON PLOTTER	10.00
2.) CRIMINAL RECORD CHECK/ACCIDENT REPORT/INCIDENT REPORT (EXCEPTION OWNER/VICTIM/FIRE SCENE INVESTIGATOR FIRST COPY FREE)	5.00
3.) CITY BUDGET	NO CHARGE
4.) CITY FINANCIAL REPORT	NO CHARGE
5.) CITY CODE AND SUPPLEMENTS - AVAILABLE @ MUNICODE.COM	
6.) READILY AVAILABLE ITEMS REQUESTED 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 1/4 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 1/4 HR PLUS .25 PER PAGE.

ADMINISTRATIVE ORDER 010593  
REVISED 08/28/1997  
REVISED 01/29/98  
REVISED 10/15/01  
REVISED 03/25/03  
REVISED 12/01/07  
REVISED 09/19/08  
REVISED 03/17/09  
REVISED 08/13/09  
REVISED 08/04/11

Approved by: \_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date