

Charleston County School District  
75 Calhoun Street  
Charleston, SC 29401  
FOIA@charleston.k12.sc.us  
843-937-6425 tel.  
843-937-6307 fax

**FREEDOM OF INFORMATION ACT REQUEST FORM**

**TO: CHARLESTON COUNTY SCHOOL DISTRICT**

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

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

**YOUR E-MAIL:** \_\_\_\_\_

**YOUR PHONE NUMBER(S) (DAYTIME):** \_\_\_\_\_

**PLEASE STATE WHAT PUBLIC RECORDS YOU ARE REQUESTING AND INCLUDE THE FOLLOWING: ADDRESSES, SPECIFIC DATES AND TIMES FOR A TIME RANGE, AND/OR NAME(S), ETC.**

**I REQUEST THE FOLLOWING INFORMATION UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT:**

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

<p><b><u>COPY FEE SCHEDULE:</u></b></p> <p>*\$20.00 per hour for search, retrieval and redaction time. \$5.00 per disc \$ .011 per B/W – Letter size \$ .062 per Color – Letter size \$ .0156 per B/W – Legal size \$ .0698 per Color – Legal</p> <p><b>These fees are subject to change at any time without notice.</b></p> <p><b>**Non-standard sizes will be billed at the actual cost to the Charleston County School District**</b></p>	<p>Invoices will be sent to you and payment is required in full before the public records are released to you.</p> <p>If the request is deemed to be of a large volume, requesters will be notified and given an opportunity to narrow their request or will be required to pay deposit of 25% in advance before the request will be fulfilled.</p> <p><b>**Effective May 19, 2017, it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. S.C. Code §30-2-50.**</b></p>
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\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\*Labor fees are based upon the minimum hourly wage of the lowest paid positions which, in Charleston County School District's reasonable discretion, have the necessary skill and training to respond to basic FOIA requests. FOIA requests requiring a higher level of skill and training to respond will incur higher hourly labor rates.