

**COUNTY OF FLORENCE
POLICIES AND PROCEDURES**

**FLORENCE COUNTY
FREEDOM OF INFORMATION ACT
REQUEST FORM**

Date of Request: _____

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone Number: _____

Signature: _____

Information Requested/Detailed description: _____

Mail completed form to: Florence County Administrator's Office, 180 N. Irby St., MSC-G,
Florence, SC 29501.

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 or 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 costs before searching for or making copies of the records.

For Office Use Only:

Received: Hand-Delivered _____ Mail _____ Fax _____ By _____

Request Assigned to: _____

Date of Completion: _____

Date of Assignment: _____

Fee for Services Rendered: _____

Comments: _____

Method of Payment: _____