Town of Elloree
Freedom of Information Act (FOIA) Request For Public Records

Date of Request _____________________________

Person Making Request: _______________________________________________________

Mailing Address: _________________________________________________________________________
Street Address: ___________________________________________________________________________
Email Address: ___________________________________________________________________________

Home/Work (indicate) Phone Number _______________________  Cell Number______________________

Description of Records Requested

_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Are these records for a commercial use/purpose?  ___Yes  ___ No

PURSUANT TO S.C. CODE ANN. § 30-2-50, A PERSON OR PRIVATE ENTITY SHALL NOT KNOWINGLY OBTAIN OR
USE PERSONAL INFORMATION OBTAINED FROM THE TOWN FOR COMMERCIAL SOLICITATION DIRECTED TO
ANY PERSON IN THIS STATE. ALL PERSONS MAKING FOIA REQUESTS TO THE TOWN ARE HEREBY NOTIFIED
THAT ALL PERSONS OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO
ANY PERSON IN THIS STATE IS PROHIBITED. A PERSON KNOWINGLY VIOLATING THE PROVISIONS OF S.C.
CODE ANN. § 30-2-50 IS GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED AN AMOUNT
NOT TO EXCEED FIVE HUNDRED DOLLARS OR IMPRISONED FOR A TERM NOT TO EXCEED ONE YEAR, OR
BOTH.

In accordance with FOIA, the Town of Elloree shall:

1. For records less than 24 months old, notify the person making the request of the town’s determination as to the public availa-
bility of the requested public record within 10 working days (excludes Saturdays, Sundays and legal public holidays) and pro-
duce the requested information within 30 calendar days of the later of either Town’s notification as to the availability of the
requested public record or the date the advance deposit is made if required by the town. (The determination is not required to
include a final decision or express an opinion as to whether specific portions of the documents or information may be subject
to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.)

2. For records more than 24 months old, notify the person making the request of the town’s determination as to the public availa-
bility of the requested public record within 20 working days (excludes Saturdays, Sundays and legal public holidays) and pro-
duce the requested information within 35 calendar days of the later of either Town’s notification as to the availability of the
requested public record or the date the advance deposit is made if required by the town. (The determination is not required to
include a final decision or express an opinion as to whether specific portions of the documents or information may be subject
to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.)

3. For video, a video are only available for a defined period of time after an incident. All videos provided will be on a best effort
by the town. FOR RECORDING LESS THAN 72 HOURS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF
THE TOWN’S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD
WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRO-
DUCE THE REQUESTED INFORMATION WITH 30 CALENDAR DAYS OF THE LATER OF EITHER TOWN’S NOTI-
FICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE
DEPOSIT IS MADE IF REQUIRED BY THE TOWN. (The determination is not required to include a final decision or ex-
press an opinion as to whether specific portions of the documents or information may be subject to redaction according to ex-
emptions provided for by Section 30-4-40 or other state or federal laws.)

Post Office Box 28 - Elloree, SC. 29047 (Town Hall 2719 Cleveland Street)
Phone: 803-897-2821 - Fax: 803-897-3315
There is a fee associated with a FOIA request. This fee will be shared prior to the processing of a request.

- **$21.00 per hour for staff time required for the search, retrieval, and redaction of records.**

Copying Fees:
- Letter size: $ .30 per page B/W / $ .75 per page Color
- Legal size: $ .40 per page B/W / $ 1.00 per page Color

**Non-standard sizes will be billed at the actual cost to the Town**

- **Videos: Search, Retrieval and Redaction:** The Town of Elloree reserves the right to use a third (independent) party for the search, retrieval, redaction, and copying of video. NTINET’s fee shall be passed on to the requestor.

- **Disc/Flash Drive:** $15

The Town may require an advance deposit of up to 25% of the reasonable anticipated costs for reproduction of the records/videos prior to the town searching for or making copies of records.

By my signature, I hereby state that I have received information about the Town of Elloree’s FOIA Process and a copy of the fee schedule outlining possible charges I may incur as part of this request.

I also certify to the Town of Elloree that I will not use personal information obtained from the Town for purposes of commercial solicitation nor will I provide such personal information to others for purposes of commercial solicitation.

SIGNATURE: ___________________________ DATE: ____________________________

PLEASE SUBMIT REQUEST TO: Town of Elloree, PO BOX 28, Elloree, SC 29047

EMAIL clerk@elloreesc.com

FOR OFFICE USE ONLY

Date Received: ____________________________

Date of Initial Response: ____________________________