

WILLIAMSBURG COUNTY GOVERNMENT
201 West Main Street, Kingstree, South Carolina
Phone: 843-355-9321 Fax: 843-355-1587

FREEDOM OF INFORMATION ACT REQUEST FORM

Requestor's Name: _____ Date Requested _____

Requestor is Representing: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Number: _____

Email: _____ Fax: _____

Signature of Requestor: _____

Records Sought (be as specific as possible, you may attach additional pages if necessary):

(For Office Use Only)

Request Received By: _____ Date Received: _____

Date Response Due: _____ Date Response Made: _____

Number of Copies Made: _____ Cost: _____

Time Taken to Fill Request, Hours: _____

Extension To: _____ Extension Notice Sent: _____
(Date) (Attach Copy) (Date)

Denied Based on FOIA Exemption Guidelines: _____

Signature of Department/Employee Responding: _____

WILLIAMSBURG COUNTY GOVERNMENT
FREEDOM OF INFORMATION ACT
POLICY AND PROCEDURES

1. The Requestor should be asked to fill out the Freedom of Information Act (FOIA) request Form at or prior to reviewing records sought. However, the Requestor is not required to fill out the form as long as their request is in writing,
2. We have fifteen (15) working days to respond and make copies requested, unless there is justification for a time extension. Any extension must be done in writing during the fifteen days. The extension notification must list the reason the extension is required and must give a date the response will be delivered.
3. Email request received by an employee should be forwarded to the Clerk to Council.
4. Denial and exemptions must be made in writing, specifying the reason for denial and/or exemption to Requestor and must be made in accordance with the South Carolina Freedom of Information Act (FOIA), Section 30-4-10, et seq... The notice of denial and exemption must include a copy of the request and a summary of the basis for denial and exemption
5. In pursuant to Section 32-4-30(d) of the FOIA Act, Requestor may appear in person to look at, and receive copies of “certain” final public records such as meeting minutes for the last six months; law enforcement records for the last 14 days; and jail, detention center and prison records identifying confined persons for the last 3 months. A written request is not required. These records for the periods specified are available for public viewing during the public body’s hours of operation between the hours of 8:00 a.m. and 5:00 p.m.
6. If Requestor wants to look at a file, a suitable meeting time and date can be set up through the office handling the request.
7. The Requestor must leave all personal belongs other than a notepad with the office staff and be escorted into a viewing room with only the file to be reviewed and the note pad. No carrying cases, purses, etc. are allowed in the viewing room. When the Requestor is finished reviewing the file, he/she must check with the assisting staff and retrieve any personal belongs before leaving the building.
8. The Requestor may flag/tag the items to be copied. The copies will be made available to the requestor within fifteen (15) working days of the request unless there is justification for a time extension.
9. Ten (10) copies of 8 ½ X 11” black & white copies are free and there will be a charge of \$0.25 per copy for any additional black and white copies and Color copies are charged at the actual cost to the County.
10. Documents that belong to Williamsburg County “and” stored electronically are transferred at no charge to the Requestor.