

**WILLIAMSBURG COUNTY GOVERNMENT**  
**201 West Main Street/P.O. Box 330, Kingstree SC 29556**  
**Phone: 843-355-9321 Fax: 843-355-1548 or 843-355-1587**

**FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM**

*According To The South Carolina Freedom Of Information Act (FOIA) Williamsburg County Has Ten (10) Working Days To Determine If The Information Being Requested Is Publicly Available Under The Law. If the documents are 2 years old or more Williamsburg County has 20 working days. **PLEASE NOTE, THAT SECTION 30-2-50 OF THE SOUTH CAROLINA CODE OF LAWS PROHIBITS THE PROCUREMENT OR USE OF PUBLIC RECORDS FOR COMMERCIAL SOLICITATION. A PERSON KNOWINGLY VIOLATING THE PROVISION 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 Addition, The County May Charge A Searching And Copying Fee For Extensive Requests.*

Requestor's Name: \_\_\_\_\_

Organization (If Applicable): \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Daytime Phone Number(s) \_\_\_\_\_ Fax: \_\_\_\_\_

**Public Records Requested (Be As Specific As Possible With The Description Of Documents Or Information Requested):**

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

<b>Signature:</b> _____	<b>Date:</b> _____
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**Please Print This Form And Mail Or Email It To:**

Tammi Epps-McClary, Clerk to Council  
Public Service Administration Building  
P.O. Box 330 or 201 West Main Street  
Kingstree, South Carolina 29556  
[tammi.mcclary@wc.sc.gov](mailto:tammi.mcclary@wc.sc.gov)

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**(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 And Or Employee Responding: \_\_\_\_\_