

FREEDOM OF INFORMATION REQUEST FORM  
SUBDIVISION ADMINISTRATION

DATE: \_\_\_\_\_

(Please Print)

Name (Mr., Mrs., Ms.): \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_

Under the Freedom of Information Act (FOIA), I would like to request the following:

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

As a public body under the South Carolina Freedom of Information Act, Greenville County may collect fees not to exceed the actual cost of searching for and making copies of requested records.

Request should be mailed or faxed to Greenville County Subdivision Administration, Attn: Angel Davis, 301 University Ridge, Suite 4600, Greenville, SC 29601; Telephone (864) 467-5764; Fax (864) 467-5699.  
Email: [andavis@greenvillecounty.org](mailto:andavis@greenvillecounty.org)

**CHARGES WILL APPLY TO ALL FOIA REQUEST**

The fee per copy of each page up to 8 1/2" x 11" shall be \$.10 per copy per page. The fee for any 24 x 36 Plan is \$2.00 per copy per page. In addition, a fee may be charged for the actual cost of the search, retrieval, or redaction of records. The hourly rate for processing FOIA requests is \$17.07 an hour. Before requests will be granted a deposit of 25% of the total anticipated cost to reproduce the record is required before Subdivision Administration staff will begin searching for or making copies of the record.

**FOR OFFICE USE ONLY:**

RESEARCH TIME: \_\_\_\_\_

TOTAL # OF COPIES: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

DATE FOIA FORM RECEIVED: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

DATE RESPONSE MAILED/EMAILED TO REQUESTOR: \_\_\_\_\_

## Freedom of Information Act Request

The General Assembly finds that it is vital in a democratic society that public business be performed in an open and public manner so that citizens shall be advised of the performance of public officials and of the decisions that are reached in public activity and in the formulation of public policy. Toward this end, provisions of this chapter must be construed so as to make it possible for citizens, or their representatives, to learn and report fully the activities of their public officials at a minimum cost or delay to the persons seeking access to public documents or meetings.

Persons requesting information pursuant to the S.C. Freedom of Information Act from Greenville County Government may use the form below to obtain information. In order to obtain information you must be able to provide: (1) a reasonable description of the public records you are seeking and (2) the name of the department who you believe is responsible for keeping those records.

Greenville County charges a fee for the cost of searching and/or making copies of records. When you have completed and submitted the form, you will receive an e-mail/reply stating that we have received your request and a written response will be mailed/emailed to you within 10 working days from the date the request was received.