



City of Simpsonville Freedom of Information Act Request

Please fill out and email to Justin Lee Campbell, community relations specialist, at jcampbell@simpsonville.com or mail to/drop off at the following address:

Attn: Justin Lee Campbell
City Hall
118 N.E. Main St.
Simpsonville, S.C. 29681

Contact Information

Name _____

Agency, firm, or organization _____

Address _____

Phone (H) _____ (W) _____ (C) _____

Email Address _____

Date of Request _____

Information Requested (Be as specific as possible; include additional paper if needed)

Requested delivery (check one): Mail _____ Pick up _____ Email _____

NOTE: I, _____, understand the Freedom of Information Act allows the City of Simpsonville 10 days — excluding Saturdays, Sundays and public holidays — to respond to a request for information. Costs for providing information, including but not limited to making copies, printing and research, will be the responsibility of the person making the request.

Signature

Date

Visit www.scstatehouse.gov for more information about the Freedom of Information Act.



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Internal Use Only: This section to be completed by the City of Simpsonville

Date request received _____ Request received by _____

FOIA Response determining availability of records and notice of any exemptions due

-10 business days from date of receipt of FOIA for records less than 24 months old

-20 calendar days from date of receipt of FOIA for records more than 24 months old

Written FOIA response provided to requestor on _____ by _____

A deposit equal to 25 percent of the anticipated cost for reproduction of the records is REQUIRED, if search and retrieval time is greater than 30 minutes and/or the number of pages to be produced exceeds 10 pages. The balance must be paid at time of delivery.

Estimated cost (see fee schedule) _____ Deposit amount _____

Deposit received on _____ by _____

Production of documents due _____

-30 business days after receipt of deposit for records less than 24 months old

-35 calendar days after date of receipt of deposit for records more than 24 months old

Information reviewed by _____

Date information provided to requestor _____



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Fee Schedule

	Minutes/Hour	x Rate	= Cost
Search/retrieval time There is no retrieval cost for records retrieved and copied in 25 minutes or less		\$20 per hour	
	Number of Copies		
Copies *If an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.		\$0.25 per page	
CD/DVD/Flash Drive		Cost of media (unless requestor provides media)	
Postage/Shipping		USPS/UPS/FedEX rates	
Incident Reports** (Simpsonville Police Department)			
Accident Reports (Simpsonville Police Department)			
Local Criminal History Check (Simpsonville Police Department)			
TOTAL COST			

*Please note that if the requested records are not in an electronic form, and our office agrees to transfer the documents to an electronic format, then there will be a charge for the staff time required to transfer the documents to an electronic format.

**Victims of a crime can receive an incident report at no charge but must pick the incident report up at the Simpsonville Police Department at 405 E. Curtis St., Simpsonville, S.C. 29681.