



CITY OF SIMPSONVILLE FREEDOM OF INFORMATION ACT

CONTACT INFORMATION

Name: _____ Date Requested: _____

Address: _____

City/State/Zip: _____ Daytime Number: _____

Agency, Firm, or Organization _____

Address (if different) _____

Email Address: _____

INFORMATION REQUESTED (be as specific as possible)

Requested Delivery: Mail _____ Pick Up _____ Email _____

Signature of Person Making Request

Date

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 business 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% 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 the time of delivery.

Estimated Cost (see fee schedule) _____ Deposit Amount _____

Deposit Received on _____ by _____

Production of documents due _____
30 days after receipt of deposit for records less than 24 months old
35 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 with ¼ hour 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	
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.