



## **Freedom of Information Act Request Form**

NOTE: Please consider submitting your public records request via the **Simpsonville Public Records Request Portal: [cityofsimpsonville.sc.nextrequest.com](http://cityofsimpsonville.sc.nextrequest.com)**. The portal is user-friendly and enables quicker communication between the City and you and immediate access to uploaded records. The portal can also be accessed via the City's website: [simpsonville.com/administration](http://simpsonville.com/administration).

### **Contact Information:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

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

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

### **Information Requested**

**Note:** Freedom of Information Act requests are for publicly available records only as defined by Section 30-4-20(c). Specific records must be requested for your FOIA request to be filled. Please be as detailed as possible in your request.

### **Delivery**

Select One: ☐ Mail\* ☐ Pick Up\* ☐ Email

*\*Mailing and/or picking up materials may incur postage and/or printing fees.*

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Print Name:

Signature:

Date:

**Legal Disclaimer:** In submitting and signing this form, I understand the Freedom of Information Act allows the City of Simpsonville 10 business days plus 30 calendar days to respond and/or fill a request for publicly available records. Costs for providing the records, including but not limited to making copies, printing and research, are the responsibility of the person or organization submitting the request. I further acknowledge that knowingly obtaining personal information from the state or any local government for the purpose of commercial solicitation is a crime.



## Fee Schedule for FOIA Requests

<b>Search/Retrieval Time</b>	<b>Minutes/Hour</b>	<b>x Rate</b>	<b>= Cost</b>
The fee for the search, retrieval, redaction or scanning of records will equal the hourly wage of the lowest paid employee who can fulfill the request.			
<b>Copies</b>	<b>Number of Copies</b>	<b>x Rate</b>	<b>= Cost</b>
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.*		\$0.10/page	
<b>Media</b>	<b>Type</b>	<b>Number of Units</b>	<b>= Cost</b>
<b>CD   DVD   Flash Drive   Other</b>			
	<b>Type</b>	<b>x Rate</b>	<b>= Cost</b>
<b>Postage/Shipping</b>	USPS UPS FedEx		
<b>Reports</b>	<b>Number of Reports</b>	<b>x Rate + Printing (\$0.10/page)</b>	<b>= Cost</b>
<b>Incident Reports** (Simpsonville Police Department)</b>		\$5***/report	
<b>Accident Reports (Simpsonville Police Department)</b>		\$5/report	
<b>Local Criminal History Check (Simpsonville Police Department)</b>		\$6/report	
<b>TOTAL COST</b>			

\*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 may 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 up the report at the Simpsonville Police Department at 405 E. Curtis St., Simpsonville, S.C. 29681.

\*\*\*The Simpsonville Police Department may charge different fee amounts, such as printing expenses, for fulfilling FOIA requests, depending on staff hourly wage and other factors.