

SC Freedom of Information Act and Requests

The *SC Freedom of Information Act (FOIA)*, under the provisions and subsequent statutes of SC Law (**SECTION 30-4-10**), provides for the right to inspect or copy "public records".

Documents and other various types of information regardless of the physical form may be deemed as "public records" and therefore open to public review or inspection.

Not all records or information is available to the public and may be categorized as "confidential" by specific exemptions within the *SC Freedom of Information Act* or by other existing laws or statutes.

Information not subject to disclosure because of statute **will not** be released pursuant to a request submitted under the *SC Freedom of Information Act*. Records with any redacted information will be made available according to the provisions outlined within the FOIA Act.

Requests for information filed under a FOIA request will only be released to the person submitting the original request or to their legal counsel.

Under SC Code of Law (Section 30-4-30(8)), a public body may establish and collect reasonable fees for Freedom of information Act requests not to exceed the actual cost of the search, retrieval and redaction of records.

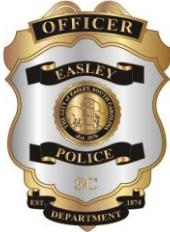
As permitted by law, a deposit not to exceed twenty-five percent of the total reasonably estimated cost for reproduction of the records may be required prior to the searching for or making copies of records. (**Section 30-4-30 (B)**)

A public body is not required to create an electronic version of a public record when one does not exist in order to fulfill a records request. (**Section 30-4-30(A)(2)**)

Payment:

Should a request for information require an initial deposit or final payment for the production of records, fee payment will only be accepted in one of the following forms:

- Cash (Receipt will be provided)
- Money Order
- Certified Check



Chief of Police

Jon Hamby

Easley Police Department
220 N.W. Main Street
Easley, SC 29640
864-859-4025

Freedom of Information (FOIA) Request Form

Requesting Person:

Name _____

Address _____

City, State, Zip Code _____

Contact Number or Email _____

Description of records requested (include case number if known):

Specific date or time frame of records requested: _____

Are the records requested for commercial use/purposes? (Circle One) **YES** **NO**

Please indicate the format in which you would like the Easley Police Department to respond to your FOIA request. Please be advised that the Easley Police Department may not be able to accommodate the requested format in certain circumstances.

_____ Hard Copy _____ Email _____ Other: _____

By my signature, I hereby state that I understand that the Easley Police Department may establish and collect reasonable fees for requests. As permitted by law, a deposit not to exceed twenty-five percent of the total estimated cost *may be* required prior to the searching for or making copies of records, Section 30-4-30(B).

Signature

Date of Request

For Office Use Only

Date Received: _____ Date Due: _____ Date Responded: _____

EPD Personnel Assigned: _____

City Attorney Needed to Review? _____

Associated Fees: _____ Deposit Paid (*if any*): _____

Date Fees Paid: _____