



## Freedom of Information Act Request

Pursuant to SC Code Ann. 30-4-30, the South Carolina Freedom of Information Act (FOIA), I am requesting copies or access to the following public records:

Date of request: \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

**Description of incident and person(s) involved for which you are requesting information:**

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

**Address of incident location:** \_\_\_\_\_

**Case Number: (if known)** \_\_\_\_\_

**Date of incident or time frame for requested information:**

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

(Records older than two years or information requested for expanded time frames may create a delayed response in the production of records due to older information is archived at an off-site storage facility)

**Specific information that you wish to be provided:**

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

**(In order to expedite our request, please be specific in order to avoid unnecessary time spent searching for unwanted information)**

Pursuant to SC Code Ann. 30-2-50, obtaining or using public records/personal information for commercial solicitation directed to any person in the state of South Carolina is prohibited, and is punishable by a fine of up to \$500 or imprisonment up to one year, or both.

**Any personal information obtained pursuant to this request will not be used for commercial solicitation directed to any person in the state of South Carolina.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised: 1/20/2019



**Requests for Public Records may be sent to:**

**Pickens County Sheriff's Office**  
ATTN: Records Management Coordinator  
216 C. David Stone Rd.  
Pickens, SC 29671  
Email: PCSO\_Mail@co.pickens.sc.us