



# Freedom of Information Act Records Request

*Note: Records may be requested electronically. Simply visit [www.cityofgreer.org](http://www.cityofgreer.org) and click "Freedom of Information Act Request" under Quick Links.*

Information Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street/Apt. # City State Zip

Phone: \_\_\_\_\_  Home  Work  Mobile

**IMPORTANT:** Section 30-4-50(b) S.C. Code of Laws provides that information obtained from public records is prohibited from being used for commercial solicitation purposes. By signing this request form you agree to comply fully with the S.C. Code of Laws.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Changes to the S.C. Freedom of Information Act (H3352) became law on May 19, 2017. Under the changes, public bodies may charge a rate not to exceed the prevailing commercial rate for copying documents. The rate for searching, retrieving and redacting records will not exceed the hourly wage of the lowest paid employee who has the skill and training to fulfill the request. A deposit of no more than 25 percent of the reasonably anticipated cost may be requested prior to searching for and copying records.

### OFFICIAL USE ONLY

Assigned to: _____	Date Assigned: _____
Fee: _____	Date Due: _____
Method of Payment: _____	Date Completed: _____