



## Richland County Government Freedom of Information Act Request Form

Please print

Date of this Request : \_\_\_\_\_

This is a request to (check one):     Inspect documents     Receive a copy of documents

Requestor's Name: \_\_\_\_\_

Organization name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Please describe the documents, record(s), or other documentary materials you are seeking as clearly and precisely as possible. In your description, please be as specific as possible to include names, dates, places, events, subjects, and other pertinent details that will help identify the records. The law does not require a public body to create a record to comply with the Act. (Attach additional pages as necessary)*

### Pursuant to S.C. Code § 30-2-50

- (A) A person or private entity shall not knowingly obtain or use personal information obtained from a state agency, local government, or other political subdivision of the state for commercial solicitation directed to any person in this state.**
- (D) A person knowingly violating the provisions of subsection (A) is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.**

**ARE THE RECORDS BEING REQUESTED FOR COMMERCIAL SOLICITATION PURPOSES?**  
\_\_\_\_\_ YES    \_\_\_\_\_ NO

*As provided by S.C. Code § 30-4-30(b), a public body may establish and collect reasonable fees not to exceed the actual cost of the search, retrieval, copying, and redaction of records. Production fees are listed in the County's fee schedule. A deposit not to exceed twenty-five percent of the total reasonably anticipated cost for reproduction of the records may be required prior to the County searching for or making copies of records. The total cost must be paid in full in order to receive non-exempt responsive records.*

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Please return this form to:  
Richland County Ombudsman's Office  
PO Box 192, Columbia, SC 29204  
Fax: (803)929-6009  
Email: [Ombudsman@richlandcountysc.gov](mailto:Ombudsman@richlandcountysc.gov)



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### Richland County Freedom of Information Act Fee Schedule:

	Service	Fee
a.	<b>Copying Fee</b>	<b>\$0.25 per page</b>
<p>A charge shall be levied for each hard copy made by copier or computer printer. If information is emailed, the copying fee does not apply.</p>		
b.	<b>Records Research</b>	<b>Gross Hourly Rate</b>
<p>Hourly fee based on the gross hourly rate, pro-rated, of the lowest paid employee who, in the reasonable discretion of the custodian of records, has the necessary skill and training to perform the request. This time shall include any time for making hard copies of records for the requestor.</p>		
c.	<b>Information Provided by Fax</b>	<b>Gross Hourly Rate</b>
<p>Hourly fee based on the gross hourly rate, pro-rated, of the lowest paid Ombudsman's Office employee who, in the reasonable discretion of the Ombudsman or its designee, has the necessary skill and training to perform the request.</p>		
d.	<b>E-mail Search Programming Fees</b>	<b>Gross Hourly Rate</b>
<p>Hourly fee based on the gross hourly rate, pro-rated, of the lowest paid IT employee who, in the reasonable discretion of the IT director or its designee, has the necessary skill and training to design and enter the criteria for the requested records and to retrieve the information.</p>		
e.	<b>Computer Media (CD)</b>	<b>\$5.00 per CD</b>
f.	<b>Public Inspection</b>	<b>Gross Hourly Rate</b>
<p>Hourly fee based on the gross hourly rate, pro-rated, of the lowest paid employee who, in the reasonable discretion of the custodian of records, has the necessary skill and training to make records available for public inspection. The rate shall be charged for the entire time the records are open for inspection and the employee has control of the records for inspection.</p>		
g.	<b>Redactions</b>	<b>Gross Hourly Rate</b>
<p>Hourly fee based on the gross hourly rate, pro-rated, of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the redactions.</p>		