



Town of Atlantic Beach
 717 30th Avenue South
 Atlantic Beach, SC 29582
 Phone: 843 663-2284 Fax: 843 663-0601

FREEDOM OF INFORMATION ACT REQUEST FORM

Note to Requester: Retain a copy of this request for your files.

Request Submitted By: E-mail U.S. Mail Fax In Person

 Date Requested (Required)

 Name of Requester (Required)

 Street Address (Entire Address Required) City State Zip Code

 Telephone (Optional) E-mail (Optional) Fax (Optional)

Information Requested: *(Provide as much specific detail as possible so the public body can identify the information that you are seeking.)*

You may attach additional pages, if necessary.

 Requestor's Signature

Do you want Paper Copies of the documents? YES NO

Do you want Electronic Copies YES NO
Electronic Copies are provided in PDF format.

Is this request for a Commercial Purpose? YES NO
(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3 1(c)).

Are you requesting a fee waiver? YES NO
(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

REPRODUCTION COPY FEE \$.25 EACH PAGE – CASH OR MONEY ORDER
SECTION 30-4-30 (B) S.C. CODE OF LAWS, 1976, AS AMENDED, PROVIDES AS FOLLOWS:

The public body may establish and collect fees not to exceed the actual cost of searching and making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver or reduction of the fee is in the public interest. The custodian of the public records may charge a reasonably hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

IMPORTANT NOTICE

SECTION 30-2-50 (B) S.C. Code of Laws, provides that personal information obtained from public records is prohibited from being used for commercial solicitation purposes.

FOR OFFICE USE ONLY:
 REQUEST ASSIGNED TO: _____ DATE OF ASSIGNMENT: _____ DATE OF COMPLETION: _____ FEE FOR SERVICE: _____
 DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____

Freedom of Information Act Request Fee Schedule

Under this Policy, the Town of Atlantic Beach has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.

| | Hours | X Rate | Cost |
|--|-------------------------|---------------------------------|------|
| Search/Retrieval/Redact Time_ Regular Town Business | | \$16.50/hr. | |
| Search/Retrieval/React Time_ Police Related | | \$22.89/hr. | |
| Copies: | Number of Pages: | Unit Price (1Pg.=1 Unit) | |
| Paper Records/Standard Reports | | \$0.25/page | |
| Standard Color Copies | | \$0.30/page | |
| Audio Files | | \$6.00/page | |
| CD/DVD | | \$1.00 each + production time | |
| Standard Maps Larger than 8.5" x 14" | | Actual Cost | |
| Offsite Non-Standard Printing | | Actual Rate + time + mileage | |
| Postage/Shipping (USPS/FEDEX/UPS) | | Actual Rate | |
| | | | |
| TOTAL COST | | | |

*****Requests which are estimated to require three or more hours of staff time for research will be accompanied by a deposit of 25% to defray costs in the event the requestor fails to pay for copies and wages of the staff collecting and copying the documents. No documents shall be released until such time as the difference is remitted. NO FOIA request shall be honored for any person who has failed to reimburse the Town for costs associated with prior FOIA requests until such time as they remit the fees that are in arrears.**