



FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS
DATE OF REQUEST _____

REQUESTOR _____
STREET ADDRESS _____
CITY/STATE/ZIP _____
EMAIL _____ PHONE _____

DESCRIPTION OF RECORDS REQUESTED (PLEASE NOTE – FOIA DOES NOT REQUIRE THE COUNTY TO ANSWER QUESTIONS. IT REQUIRES THE COUNTY TO PRODUCE PUBLIC RECORDS UNLESS THEY ARE EXEMPT FROM DISCLOSURE. REQUESTS THAT ARE NOT FOR PUBLIC RECORDS WILL BE DENIED.):

ARE THESE RECORDS FOR A COMMERCIAL USE/PURPOSE? ☐ Yes ☐ No

PURSUANT TO S.C. CODE ANN. § 30-2-50, A PERSON OR PRIVATE ENTITY SHALL NOT KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION OBTAINED FROM THE COUNTY FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE. ALL PERSONS MAKING FOIA REQUESTS TO THE COUNTY ARE HEREBY NOTIFIED THAT ALL PERSONS OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE IS PROHIBITED. A PERSON KNOWINGLY VIOLATING THE PROVISIONS OF S.C. CODE ANN. § 30-2-50 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.

PLEASE INDICATE HOW YOU WOULD LIKE TO RECEIVE THIS INFORMATION:

- ☐ INSPECTION AT COUNTY OFFICES (NOT AVAILABLE FOR RECORDS THAT REQUIRE REDACTION)
- ☐ HARD COPY BY MAIL (WILL BE SENT TO ADDRESS ABOVE)
- ☐ HARD COPY FOR PICK UP
- ☐ FAX TO _____
- ☐ EMAIL TO _____
- ☐ OTHER _____

IN ACCORDANCE WITH FOIA, MARION COUNTY MUST:

1. FOR RECORDS 24 MONTHS OLD OR LESS, NOTIFY THE PERSON MAKING THE REQUEST OF THE COUNTY'S DETERMINATION¹ AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 30 CALENDAR DAYS OF THE LATER OF EITHER THE COUNTY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE, IF REQUIRED.

2. FOR RECORDS MORE THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE COUNTY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD WITHIN 20 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 35 CALENDAR DAYS OF THE LATER OF EITHER THE COUNTY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF, REQUIRED.

THE COUNTY MAY REQUIRE AN ADVANCE DEPOSIT OF UP TO 25% OF THE REASONABLY ANTICIPATED COSTS FOR REPRODUCTION OF THE RECORDS PRIOR TO THE COUNTY SEARCHING FOR OR MAKING COPIES OF RECORDS. SEE THE COUNTY'S FEE SCHEDULE ON ITS WEBSITE.

BY MY SIGNATURE, I HEREBY STATE THAT I HAVE RECEIVED INFORMATION ABOUT MARION COUNTY'S FOIA PROCESS AND A COPY OF THE FEE SCHEDULE OUTLINING POSSIBLE CHARGES I MAY INCUR AS PART OF THIS REQUEST. I ALSO CERTIFY TO THAT I WILL NOT USE PERSONAL INFORMATION OBTAINED FROM THE COUNTY FOR PURPOSES OF COMMERCIAL SOLICITATION NOR WILL I PROVIDE SUCH PERSONAL INFORMATION TO OTHERS FOR PURPOSES OF COMMERCIAL SOLICITATION.

SIGNATURE: _____ DATE: _____

PLEASE SUBMIT YOUR REQUEST TO:

**Marion County FOIA Requests
Marion County Administration Building
2523 East Highway 76
P.O. Box 183
Marion, SC 29571**

¹ The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws.