



Clarendon County  
Freedom of Information Act Request Form  
411 Sunset Dr. Manning SC 29102  
info@clarendoncountygov.org

Date of Request \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate \_\_\_\_\_

Information Requested (please be as specific as possible) \_\_\_\_\_

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

**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 for 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 reasonable 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.

**FOR OFFICE USE ONLY**

Request Assigned to: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee for services rendered: \$ \_\_\_\_\_

Method of Payment: \_\_\_\_\_ PAID \_\_\_\_\_

*\*All copies are .25 per copy- Cash or Money Order accepted. (No personal Checks Accepted)*