



Freedom of Information Act Request Form

DATE OF REQUEST: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: (_____) _____

SIGNATURE: _____

INFORMATION REQUESTED *(please be as specific as possible)*: _____

ALL COPIES \$.15 EACH-CASH OR MONEY ORDER-NO PERSONAL CHECKS ACCEPTED

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: _____

FEE FOR SERVICES: _____

DATE RESPONSE DUE: _____

METHOD OF PAYMENT: _____

COMMENTS: *Please be advised that the date the response is due is two working days short of the fifteen days required by law to give the Procurement Office time to respond.*

Freedom of Information Act Request Instructions

DATE OF REQUEST-Please fill in the date you are filing the request

NAME-Please fill in the name of the person(s) and/or business that is requesting the information.

ADDRESS, CITY, STATE & ZIP-Please provide us with your mailing address

PHONE NUMBER-Please provide a daytime telephone number (and/or fax number) where you can be contacted

SIGNATURE-Please sign your request

INFORMATION REQUESTED-In general, South Carolina Freedom of Information Act requests are for documents Horry County Government has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (social security numbers, driver's license numbers, etc.), information regarding juveniles (18 and under) and other specific information may be omitted. When completing the request, it is **VERY** important to be as **SPECIFIC** as possible. Your request may be delayed if you are not clear about what you are looking for. Here are some common requests and needed information:

Horry County Police Incident Reports and Record Checks: We can only provide reports and/or records concerning the Horry County Police. If the incident did not occur within the unincorporated sections of Horry County, you will need to contact the municipal police in that location. When requesting reports, you will need the following: date, time, location, name(s) of those involved, and a brief description of what the incident was (example: an intruder). Any extra information you may have regarding the incident is always helpful. Please be aware that the Horry County Police do not write up traffic accident reports. You will either need to contact the South Carolina Highway Patrol (365-5001) or municipal law enforcement in that location.

911 Tapes and/or Computer Aided Dispatch (CAD) Reports: If you are requesting a tape of a 911 call (copies will be on regular audiotapes), the incident **MUST** have occurred within sixty days of the date you are requesting it (CAD reports may be available for a longer period). In compliance with South Carolina law, Horry County 911 maintains tapes for a period of sixty days. Although, Horry County 911 answers all 911 calls; those for individual municipalities are transferred. Therefore, we will only be able to provide a complete tape if your call was dispatched to either the Horry County Police or Horry County Fire/Rescue. If your call was transferred, you will need to contact the responding agency to obtain a copy of your call. In order to receive a tape, you will need to provide: name of the person who called (if known), date of the incident, time of the incident (a.m. or p.m.?), location, telephone number 911 was called from, address emergency services was called to, and a brief description of the incident. Any additional information you may have (such as an HCPD incident number) is helpful in assisting 911 to find the tape you are looking for. We charge \$10 for copies of 911 tapes, which must be paid for when they are picked up or before it is mailed to you. Any 911-tape request will be cleared through Horry County Police prior to release. If the incident is still under investigation, the tape may be exempt from disclosure.

County Council Meeting Tape Copies: Provide the date of the Council meeting you would like to have. We charge \$15 for copies of Council meeting tapes (VHS), which must be paid for when they are picked up or before it is mailed to you.

Listings/Researched Data: If you are requesting items such as (but not limited to): property listings with specific criteria (example: all lots in Horry County worth more than \$50,000), sales listings, a list of all business licenses issued within the last 3 years, or other lists which must be generated through special computer programming, you will need to contact Ralph Rich with Horry County Information Technology at 843-915-5240. This type of information does not fall under the Freedom of Information Act.

Miscellaneous Information-When you submit a Freedom of Information of Act Request you will receive a standard letter from our office stating that we have received your request and are processing it. Under South Carolina law we have fifteen (15) business days to respond to your request. This does not necessarily mean we will have the items you requested completed, only that we must send correspondence to you regarding your request. Although we cannot guarantee a specific date of completion, we will process your request as quickly as possible. Also, please be sure to note if your request is needed for court (note date needed).

10/30/2007