



# Freedom of Information Act Request

## 9-1-1 Tape/CAD Request Form

INCIDENT DATE: \_\_\_\_\_ TIME OF CALL: \_\_\_\_\_ AM or PM (circle one)

TYPE OF CALL: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

INCIDENT/CASE #: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

REQUESTOR'S PHONE#: (\_\_\_\_) \_\_\_\_\_ PHONE # CALL CAME FROM: (\_\_\_\_) \_\_\_\_\_

INCIDENT LOCATION: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

INFORMATION REQUESTED: Radio Traffic, Telephone Call, or Computer Aided Dispatch (CAD) Report  
(circle requested item or items)

PLEASE EXPLAIN IF DIFFERENT OR ADDITIONAL INFORMATION: \_\_\_\_\_

**THERE IS A \$10 CHARGE IN ADVANCE FOR ALL 911 TAPES**

*Payment must be made by company check or money order (payable to Horry County Government) or exact cash!*

**PER SC LAW-TAPES ARE KEPT FOR 60-DAYS**

### FOR OFFICE USE ONLY

ASSIGNED TO: \_\_\_\_\_

DATE ASSIGNED: \_\_\_\_\_

PULLED BY: \_\_\_\_\_

DATE PULLED: \_\_\_\_\_

PICKED UP BY: \_\_\_\_\_

DATE PICKED UP: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

METHOD OF PAYMENT: \_\_\_\_\_

DATE PAID: \_\_\_\_\_

Please return to: **Horry County Public Information, PO Box 1236, Conway, SC 29528, fax :843-915-6390, or e-mail to publicinfo\_1@horrycounty.org.**

## **911 Tape/Information Request Instructions**

**Incident Date - Please fill in the date that the incident took place.**

**Time of Call - In order to be able to find your call, you must provide the EXACT time the incident took place. Be sure to indicate A.M. or P.M.**

**Type of Call - Please indicate the type of call (i.e. fire, car accident, domestic dispute, etc...).**

**Date of Request - Please fill in the date you are filing the request.**

**Incident/Case Number - If you have a copy of your incident report, please look for the Incident or Case number and write it.**

**Name of Requestor - Please fill in the name of the person and/or business requesting the information.**

**Mailing Address of Requestor, City, State, & Zip Code - Please provide us with the requestor's mailing address.**

**Telephone Number of Requestor - Please provide us with a telephone number and/or fax number where you can be reached for questions.**

**Incident Location - Please provide us with the location where the incident took place. It is important to be as specific as possible.**

**Telephone Number Call Came From - If you know what telephone number the call came from, please indicate it.**

**Information Requested - Please circle whether you want the Radio Traffic, Telephone Call, CAD Printout or all 3. The radio traffic and telephone call will be provided, if available, on a standard audiotape. The CAD (Computer Aided Dispatch) report is a very simple report that shows the date, times (time call came in, time help was dispatched, time help arrived, & time call cleared), and other very basic information. It is NOT a transcript of the call.**

**IMPORTANT-In compliance with South Carolina law, Horry County maintains 911 tapes for a period of 60-days only. Although the County 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 for Horry County Fire/Rescue or the Horry County Police. If your call was transferred, you will need to contact the responding agency to obtain a copy of your call.**

There is a \$10 charge for each audiotape, which must be paid by company check or money order (made payable to Horry County) or exact cash in advance. We will mail all tapes/CAD reports to the requestor's mailing address.

Please be aware that under South Carolina law, we have 15 business days to respond to your request. This does not necessarily mean that 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.