

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 **VERY** clear about what you are looking for. Here are some common requests and needed information:

Horry County Police Incident Reports and Record Checks: Please keep in mind that we can only provide reports and/or records with regards to 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.

9-1-1 Tapes and/or Computer Aided Dispatch (CAD) Reports: If you are requesting a tape of a 9-1-1 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 of time). In compliance with South Carolina law, Horry County 9-1-1 maintains tapes for a period of sixty days. Horry County 9-1-1 answers all 9-1-1 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 to a municipality, you will need to contact them regarding the remainder of the tape. In order to receive a tape, you will need to provide the following information: name of the person who called (if known), date of the incident, time of the incident (a.m. or p.m.?), location, telephone number 9-1-1 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 9-1-1 to find the tape you are looking for. We charge \$10 for copies of 9-1-1 tapes, which must be paid for when they are picked up or before it is mailed to you.

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 **PA** **Office** at 843-915-5240. This type of information does not fall under the Freedom of **PA**

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).