

## Freedom of Information Act Request Instructions

**DATE OF REQUEST:** Please use the date that you are filing the request.

**NAME:** Please provide the name of the person(s) or company that is requesting the information.

**ADDRESS, CITY, STATE, & ZIP:** Please provide us with your mailing address.

**PHONE NUMBER:** Please provide us with a daytime telephone number (and/or fax number) where you can be reached.

**EMAIL ADDRESS:** In the event that your FOIA can be emailed or you prefer email correspondence, please provide us with an email address.

**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 years and younger), and other specific information may be redacted. 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 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 additional information you may be able to provide regarding the incident is always helpful. Please be aware that the Horry County Police do not write up traffic accident reports. You will need to contact the South Carolina Highway Patrol (843-365-5001) or municipal law enforcement in that location.

➔ **911 Tapes and/or Computer Aided Dispatch (CAD) Reports:** If you need to request a copy of a 911 call or a CAD Report, you will need to fill out a 911 Request form (available on-line at [www.horrycounty.org](http://www.horrycounty.org)).

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

**Miscellaneous Information:** When you submit a Freedom of Information Act (FOIA) 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 requested, simply 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 court date).