



FREEDOM OF INFORMATION ACT REQUEST FORM

Date of Request: _____

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: (_____) _____

Email Address: _____

Information Requested (please be as specific as possible):

PLEASE RETURN THE FORM TO THE HORRY COUNTY PUBLIC INFORMATION OFFICE, PO BOX 1236, CONWAY, SC 29528, 843-915-6390 (FAX) OR FOIA@HORRYCOUNTY.ORG.

COPIES \$0.15 EACH-CASH OR MONEY ORDER-FEES ON REVERSE-NO PERSONAL CHECKS!

In accordance with South Carolina law, any personal information (including, but not limited to, a person's name, date of birth, social security number, home address, home telephone number, driver's identification number, medical or disability information, financial information, etc...) obtained through the Freedom of Information Act cannot be used for commercial solicitation purposes directed to any person in this State. Anyone violating this provision is guilty of a misdemeanor, and upon conviction, may be fined up to \$500, imprisoned up to one year, or both.

FOR OFFICE USE ONLY

Request Assigned To: _____ Date of Completion: _____

Date of Assignment: _____ Fee for Services: _____

Date Response Due: _____ Method of Payment: _____

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 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.

INFORMATION REQUESTED: In general, Freedom of Information Act requests are for records 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.

Horry County Police Incident Reports: 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. 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.

Fees: Fees for information are as follows (other fees may apply):

\$0.15 per page (8.5" x 11")

\$25 per hour for staff time

\$25 per file for 911 audio MP3 format (additional \$5 for CD)

\$15 for each video DVD

Listings/Researched Data: If you are seeking information which must be generated through special computer programming such as, but not limited to: property listings with specific criteria (such as all lots in Horry County worth more than \$50,000), 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: Please be aware that under South Carolina law, Horry County has 10 business days (excluding holidays and weekends) to respond to your request for records two years old or less and 20 business days (excluding holidays and weekends) for requests over two years old. Although we cannot guarantee a specific date of completion, we will process your request as required under State law. Also, please be aware that it is against state law for personal information obtained from Horry County to be used for commercial solicitation directed to any person in this state (for additional information, see SC FOIA law Section 30-2-50 A).