



Town of Ridgeway

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FREEDOM OF INFORMATION ACT REQUEST FORM

Name:
Address:
E-Mail:
Phone:

PLEASE STATE WHAT PUBLIC RECORDS YOU ARE REQUESTING AND INCLUDE THE FOLLOWING: ADDRESSEES, SPECIFIC DATES AND TIMES OR A DATE RANGE, AND/OR NAME(S), ETC.

I request the following documents under the SC FOIA:

Copy Fee Schedule:

\$20.00 per hour for search, retrieval and redaction time and \$.25 per page B/W-letter size

The Town charges only for its costs to fulfill each request. You will be notified of the amount due and payment is required in full before the public records are released to you. If the request is deemed to be of a large volume, requesters will be notified and given an opportunity to narrow their request or will be required to pay a deposit of 25% in advance before the request will be fulfilled. **** Effective May 19, 2017, it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. S.C. Code §30-2-50. ****

Signature

Date