

# FREEDOM OF INFORMATION REQUEST FORM



The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request. South Carolina State University reserves the right to deny requests for information from those who are not citizens of South Carolina.

## Contact Information:

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Below, please provide a brief, yet detailed, request. Insufficient information may result in delay of processing and production.

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The South Carolina Family Privacy Protection Act prohibits a person or entity from obtaining or using any personal information from a state agency, including South Carolina State University, for the use of commercial solicitation. By signing and submitting this form, you agree that the obtained information will not be used for unlawful purposes.

\_\_\_\_\_  
Signature of Individual/Agent of Requesting Entity

\_\_\_\_\_  
Date

## Fees Schedule Effective April 1, 2023:

Postage: actual costs

Copies: \$.25 per page (excluding records transmitted electronically)

Search/Retrieval/Redaction: \$35/hour

Electronic Storage/CDs/Thumb Drives: \$10/each

Deposit: not to exceed 25% of the total reasonable anticipated costs for production

South Carolina State University, Office of General Counsel  
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