



FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS  
DATE OF REQUEST \_\_\_\_\_

REQUESTOR \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

PLEASE INDICATE DEPARTMENT REQUEST SHOULD BE FORWARDED TO:

- LAW ENFORCEMENT
- FIRE DEPARTMENT (FIRE CODE VIOLATIONS, CURRENT INSPECTIONS, ETC.)
- BUILDING CODE (CERTIFICATES OF OCCUPANCY, BUILDING CODE VIOLATIONS, ETC.)
- ZONING CODE (ZONING DISTRICTS, ZONING CODE VIOLATIONS, ETC.)
- OTHER \_\_\_\_\_ (PLEASE SPECIFY)

DESCRIPTION OF RECORDS REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE THESE RECORDS FOR A COMMERCIAL USE/PURPOSE?  YES  NO

PURSUANT TO S.C. CODE ANN. § 30-2-50, A PERSON OR PRIVATE ENTITY SHALL NOT KNOWINGLY OBTAIN OR USE PERSONAL INFORMATION OBTAINED FROM THE CITY FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE. ALL PERSONS MAKING FOIA REQUESTS TO THE CITY ARE HEREBY NOTIFIED THAT ALL PERSONS OBTAINING OR USING PUBLIC RECORDS FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THIS STATE IS PROHIBITED. A PERSON KNOWINGLY VIOLATING THE PROVISIONS OF S.C. CODE ANN. § 30-2-50 IS GUILTY OF A MISDEMEANOR AND, UPON CONVICTION, MUST BE FINED AN AMOUNT NOT TO EXCEED FIVE HUNDRED DOLLARS OR IMPRISONED FOR A TERM NOT TO EXCEED ONE YEAR, OR BOTH.

PLEASE INDICATE HOW YOU WOULD LIKE TO RECEIVE THIS INFORMATION:

- INSPECTION AT CITY OFFICES  HARD COPY BY MAIL (WILL BE SENT TO ADDRESS ABOVE)
- HARD COPY FOR PICK UP
- FAX TO \_\_\_\_\_
- EMAIL TO \_\_\_\_\_
- OTHER \_\_\_\_\_

IN ACCORDANCE WITH FOIA, THE CITY OF ROCK HILL MUST:

1. FOR RECORDS LESS THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE CITY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD<sup>1</sup> WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 30 CALENDAR DAYS OF THE LATER OF EITHER CITY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE CITY.

<sup>1</sup> The determination is not required to include a final decision or express an opinion as to whether specific portions of the documents or information may be subject to redaction according to exemptions provided for by Section 30-4-40 or other state or federal laws



- 2. FOR RECORDS MORE THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE CITY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD<sup>1</sup> WITHIN 20 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITH 35 CALENDAR DAYS OF THE LATER OF EITHER CITY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE CITY.

THE CITY MAY REQUIRE AN ADVANCE DEPOSIT OF UP TO 25% OF THE REASONABLY ANTICIPATED COSTS FOR REPRODUCTION OF THE RECORDS PRIOR TO THE CITY SEARCHING FOR OR MAKING COPIES OF RECORDS.

BY MY SIGNATURE, I HEREBY STATE THAT I HAVE RECEIVED INFORMATION ABOUT THE CITY OF ROCK HILL'S FOIA PROCESS AND A COPY OF THE FEE SCHEDULE OUTLINING POSSIBLE CHARGES I MAY INCUR AS PART OF THIS REQUEST. I ALSO CERTIFY TO THE CITY OF ROCK HILL THAT I WILL NOT USE PERSONAL INFORMATION OBTAINED FROM THE CITY FOR PURPOSES OF COMMERCIAL SOLICITATION NOR WILL I PROVIDE SUCH PERSONAL INFORMATION TO OTHERS FOR PURPOSES OF COMMERCIAL SOLICITATION.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE SUBMIT YOUR REQUEST TO: CITY OF ROCK HILL, CITY MANAGER'S OFFICE  
 PO BOX 11706                      ROCK HILL SC                      29731  
 FAX 803-329-7007                      EMAIL FOIA@CITYOFROCKHILL.COM

<p><b>FOR OFFICE USE ONLY</b>    Date Received: _____    Date of Initial Response: _____</p> <p>City Attorney Involvement    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>Associated Fees: _____    Paid:    <input type="checkbox"/> YES    <input type="checkbox"/> NO</p>
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