



FREEDOM OF INFORMATION ACT REQUEST FORM

*Town of Atlantic Beach
717 30th Avenue South
Atlantic Beach, SC 29582
843-663-2284 fax: 843-663-0601*

Date of Request: _____

Name: _____

Address: _____ City: _____ State/Zip: _____

Phone No: () _____

Information Requested (please be specific):

Signature

ALL COPIES \$.25 EACH – CASH OR MONEY ORDER

SECTION 30-4-30 (B) S.C. CODE OF LAWS, 1976, AS AMENDED, PROVIDES AS FOLLOWS:

The public body may establish and collect fees not to exceed the actual cost of searching and making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver or reduction of the fee is in the public interest. The custodian of the public records may charge a reasonably hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

IMPORTANT NOTICE

SECTION 30-2-50 (B) S.C. Code of Laws, provides that personal information obtained from public records is prohibited from being used for commercial solicitation purposes.

FOR OFFICE USE ONLY:

REQUEST ASSIGNED TO: _____ DATE OF COMPLETION: _____
DATE OF ASSIGNMENT: _____ FEE FOR SERVICES: _____
DATE OF RESPONSE DUE: _____ METHOD OF PAYMENT: _____