



Town of Atlantic Beach, South Carolina
 717 30th Avenue South, Atlantic Beach, SC 29582
 PO Box 5285, North Myrtle Beach, SC 29597
 Phone No. 843.663.2274
 www.atlanticbeach@sc.twcabc.com

FREEDOM OF INFORMATION ACT REQUEST FORM

The Town of Atlantic Beach, South Carolina (the "Town") has adopted its "Policy Regarding Requests for Public Records Under the Freedom of Information Act" (the "Policy"). Pursuant to the Policy, requests for information made under the Freedom of Information Act, now codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina, 1976, as amended (the "FOIA") shall be made using this form. This form must be signed and submitted either: in person at the Town of Atlantic Beach Town Office, 717 30th Avenue South, Atlantic Beach, SC 29582 during regular business hours or by mail to PO Box 5285 North Myrtle Beach, SC 29597. No fax or email requests will be accepted.

NAME: _____ DATE OF REQUEST _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

I, the undersigned, agree to pay the charges set by the fee schedule attached for the services and copies I have requested.

SIGNATURE: _____

INFORMATION REQUESTED (please be as specific as possible and attach additional pages if needed): _____

Section 30-4-30(b) of FOIA, authorizes the Town, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the Town has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. An initial deposit is required for requests that are anticipated to required greater than (3) three hours of staff time.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM THE TOWN OF ATLANTIC BECH FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UPTO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500

Freedom of Information Act Request Fee Schedule

Under this Policy, the Town of Atlantic Beach has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.

	Hours	X Rate	Cost
Search/Retrieval/Redact Time_ Regular Town Business		\$16.50/hr.	
Search/Retrieval/React Time_ Police Related		\$22.89/hr.	
Copies:	Number of Pages:	Unit Price (1Pg.=1 Unit)	
Paper Records/Standard Reports		\$0.25/page	
Standard Color Copies		\$0.30/page	
Audio Files		\$6.00/page	
CD/DVD		\$1.00 each + production time	
Standard Maps Larger than 8.5" x 14"		Actual Cost	
Offsite Non-Standard Printing		Actual Rate + time + mileage	
Postage/Shipping (USPS/FEDEX/UPS)		Actual Rate	
TOTAL COST			

******Requests which are estimated to require three or more hours of staff time for research will be accompanied by a deposit of 25% to defray costs in the event the requestor fails to pay for copies and wages of the staff collecting and copying the documents. No documents shall be released until such time as the difference is remitted. NO FOIA request shall be honored for any person who has failed to reimburse the Town for costs associated with prior FOIA requests until such time as they remit the fees that are in arrears.***