

TOWN OF IVA, SOUTH CAROLINA

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

Date of Request	Person Submitting Request
Mailing Address	
Phone Number for Contact	Email Address for Contact
Description of Public Records Requested	
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By signing below, you have read and understood the following:	
<ul style="list-style-type: none">• Upon receipt of a written request for records under FOIA, the Town will determine if the records are available. The Town will notify the requestor of this determination in writing within ten (10) business days for records less than two (2) years old, or within twenty (20) business days for records more than two (2) years old. Business days do not include Saturdays, Sundays, and legal public holidays.• Pursuant to S.C. Code Ann. §30-4-30(B), fulfillment of FOIA requests is subject to fees for search and retrieval, as well as fees for providing copies of documents.• If search and retrieval time is greater than thirty (30) minutes and/or the number of pages to be produced is greater than ten (10) pages, a DEPOSIT (25% of reasonably anticipated cost for reproduction of the records) IS REQUIRED prior to searching for and/or copying records pursuant to a FOIA request. The balance must be paid at time of production.• If the Town determines that the requested records are available and are not exempt from disclosure under FOIA, the records will be furnished within thirty (30) calendar days of the date the deposit is received. If the records are more than two years old, the records will be furnished within thirty-five (35) calendar days of the date the deposit is received.• If the search/retrieval time is less than half an hour and/or the total number of documents responsive to the FOIA request is ten (10) pages or less, no reproduction fee will be charged.• If no deposit is required and the Town determines that the requested records are available and are not exempt from disclosure under FOIA, the Town will furnish the records within thirty (30) calendar days of the date of its Determination Letter. Requested records which are greater than two (2) years old will be furnished within thirty-five (35) calendar days of the date of the Determination Letter.	
<hr/> Signature	
Preferred Method to Receive the Requested Information: <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Pick Up at Town of Iva	

****THE FOIA FEE SCHEDULE IS ATTACHED**

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FOIA FEE SCHEDULE

Item	Rate
<p>Search/Retrieval Time There is no retrieval charge for records retrieved and copied within ½ hour or less.</p> <p><i>Please note that if the requested records are not in an electronic format, and our office agrees to transfer the documents to an electronic format, then there will be a charge for the staff time required to transfer the documents to an electronic format.</i></p>	\$15/hour
<p>Copies There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less.</p> <p><i>If an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.</i></p>	Unit Price
Black-and-white paper records/standard reports (8.5 x 11)	\$0.10/each
Color paper records/standard reports (8.5 x 11)	\$0.50/each
Standard maps/plots (up to 11 x 17 black and white)	\$0.50/each
Standard maps/plots (up to 11 x 17 color)	\$1/each
Standard maps/plots (larger than 11 x 17)	\$5/each
CD/DVD	\$1/each
Flash Drive	\$12/each