GREENWOOD COUNTY, SC

FREEDOM OF INFORMATION ACT REQUEST FORM

Date of Request: _____

PLEASE PRINT CLEARLY

Name: _____

Street Address: _____

City: _____ **State:**_____ **Zip Code:** _____

Email Address: _____

Signature: _____

Information Requested (please be as specific as possible – <u>type or print clearly</u>): _____

_____

_____

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_____

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_____

PLEASE RETURN THE FORM TO:

GREENWOOD COUNTY

Toby Chappell, County Manager
600 Monument Street, P-102
Greenwood SC 29646

FOR OFFICE USE ONLY

Date FOIA Form Received:_____**Signature of Employee Receipt:**_____

Date Receipt Response Due:_____**Date Response Provided to Requestor:**_____

Document Search Assigned To:_____**Date of Assignment:**_____

Date Documents Provided to Requestor:_____

As provided by South Carolina Code Annotated Section 30-4-30 c, the County will provide a response within fifteen days (excepting Saturdays, Sundays and legal public holidays) of the receipt of a Freedom of Information Act (FOIA) Request. However please note that we are not required to produce the requested documents within fifteen working days.