



Commission of Public Works
100 South Main Street
P.O. Box 490
New Ellenton, SC 29809
(803) 652-2862

www.newellentoncpw.myruralwater.com

FREEDOM OF INFORMATION ACT REQUEST FORM

Name: _____ Date of Request: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____

Pursuant to the S.C. Freedom of Information Act, SC Code Section 30-4-10 and following sections, I request a copy of the following records (please be specific and include dates of records).

I agree that I will not use any personal information in the documents provided for commercial solicitations directed to any person in South Carolina. I understand that such activities are prohibited under SC Code Section 30-2-50 and a subject to fines or imprisonment. If you may use the records for commercial purposes, please describe that use:

Depending upon the age of the records requested, I understand that the Commission has at least ten (10) days, excluding weekends and holidays, in which to notify me of its determination on whether the records will be provided. Certain records may have longer notification time period due to the age of the records requested. I understand that the Commission has a period of time to send me the records that will be provided. I understand that I may be required to pay the costs of copying, research and postage associated with my request and provide a deposit for those fees. An estimate of those costs, if any, will be provided with the initial notification from the Commission of Public Works.

Signature _____
Date _____

FOR OFFICE USE ONLY

Date Response due: _____
Date of Completion: _____
Fee for Services: _____

Commission of Public Works
Freedom of Information Act Charges

Research Services	Search/Retrieve/Prepare	\$23.00 per hour
Copies	8.5 x 11	.25/B&W pg - .50/Color pg
Copies	8.5 x 14	.35/B&W pg - .70/Color pg
Copies	Larger than 8.5 x 14	Actual cost for printing, travel & time
Postage		Current rate of First Class
Mileage		Current IRS rate

*The fee for the search, retrieval and preparation of records shall not exceed the prorated salary of the lowest paid employee who has the necessary skill and training to perform the request. This charge may vary among Commission departments.

Other charges not listed above may apply in certain situations.

DEPOSIT

A 25% deposit is required for all FOIA request requiring more than one (1) hour of research/retrieve/prepare.