



SURFSIDE BEACH POLICE DEPARTMENT

# FREEDOM OF INFORMATION ACT RECORD REQUEST

Instructions: This form is used for citizens, media, and non-law enforcement persons to request the release of any departmental record. This form must be completed and approved prior to releasing any records. Complete the form and submit to the Administrative Division Commander.

Date of Request: \_\_\_\_\_ Name of Person Making Request: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Information Requested: \_\_\_\_\_

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**CASH or MONEY ORDERS ONLY – NO PERSONAL CHECKS ACCEPTED**

South Carolina State Law, §30-4-30(B) provides as follows:

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

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**FOR OFFICIAL USE ONLY**

Request Received by: \_\_\_\_\_

Request Assigned to: \_\_\_\_\_

Date of Assignment: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Hours Spent: \_\_\_\_\_

Copies Made: \_\_\_\_\_

Cost for Services: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

**Note:** Please be aware that generally, requests are completed within fifteen (15) days of the date the request is received. In the event the completion will take longer, you will be notified by phone prior to the end of the 15 days.