

# COUNTY OF PICKENS

[www.co.pickens.sc.us](http://www.co.pickens.sc.us)



Please be advised that pursuant to the South Carolina Freedom of Information Act:

- A person has a right to inspect, copy, or receive an electronic transmission of any public record of a public body, except for matters exempt from disclosure in State Law, in accordance with reasonable rules concerning time and place of access.
- A public body is not required to create a public record when one does not exist.
- The public body may establish and collect fees for responses.
- A public body has ten days (excluding Saturdays, Sundays, and legal public holidays) of the receipt of the request to notify the person making the request of its determination and the reasons for it.
- If the request is granted, the record must be furnished or made available for inspection or copying no later than thirty calendar days from the date on which the final determination was provided.

**If you would like to file a request for a public record or document, please fill out the FOIA Information Request Form and return by:**

- Email: [reneeg@co.pickens.sc.us](mailto:reneeg@co.pickens.sc.us)
- Fax: (864) 898-1873 / Attn: Renee Gray
- Dropped off in person or mailed:  
Pickens County Administration  
Attn: Renee Gray  
222 McDaniel Avenue, B-2  
Pickens, SC 29671

Pickens County is an Equal Opportunity Provider and Employer

222 McDaniel Avenue, B-2 . Pickens, SC 29671 . Phone (864) 898-5844 . Fax (864) 898-1873

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Pickens County Council has determined that the fee schedule set by South Carolina Law regarding Freedom of Information Act Requests is fair, reasonable and places the cost of the SCFOIA request on the requestor and not the taxpayers of the County.

Accordingly, fees for copies and service charges are established as follows:

- Staff research minimum: \$5.00
- Additional staff research (as needed): gross hourly rate of the staff member required to adequately perform the search for, and copying of records
- Copies: \$1.00 for the first page, 0.25 for each additional
- Compact disc media: \$5.00 per disc
- Postage (according to weight of package) will be charged if information is to be mailed



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## **INFORMATION REQUEST FORM** ***FREEDOM OF INFORMATION ACT***

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**According to the *South Carolina Freedom of Information Act (FOIA)*, Pickens County has ten working days to determine if the documents/records you have requested are publicly available under the law. In addition, the County charges fees for searching and providing copies.**

Full Name \_\_\_\_\_

Organization (If applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Telephone \_\_\_\_\_ Office Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Public Records Requested (Description of Documents or Information Requested)

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**Pickens County Government USE ONLY:**

Date Request Received: \_\_\_\_\_

Person Receiving Request: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

Method of Communication: \_\_\_\_\_

Cost: \_\_\_\_\_

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