



FREEDOM OF INFORMATION ACT REQUEST FOR PUBLIC RECORDS FEE SCHEDULE & INSTRUCTIONS



FOIA Activity	Associated Charges	# of Units	Subtotal Cost
Search/Retrieval Time Per hour for search, retrieval and redaction time	Prorated hourly salary of the lowest paid employee who, in the reasonable discretion of the custodian of the records, has the necessary skill and training to perform the request.		
Black & White Copies Size 8½" x 11"	20¢ per page		
Digital Copy on CD or DVD	\$5.00 each		
Thumb Drive	\$12.00 each		
Shipping cost	Varies depending on the size of package. There will be an additional cost for certified mail with return receipt.		
TOTAL COST:			

AMOUNT PAID: _____ DATE: _____ VERIFIED BY: _____

Pursuant to the South Carolina Freedom of Information Act, the City of Loris ("City") will provide copies of public records in its custody unless the records are exempt from disclosure under S.C. Code of Laws §30-4-40. All Freedom of Information Act ("FOIA") requests should directed to:

INFORMATION REQUESTED: In general, South Carolina Freedom of Information Act requests are for documents Loris Police Department has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (social security numbers, driver's license numbers, etc...), information regarding juveniles (17 years and younger), and other specific information may be redacted. When completing the request, it is VERY important to be as SPECIFIC as possible. Your request may be delayed if you are not clear about what you are looking for. Here are some common requests and needed information:

Loris Police Department Incident Reports and Record Checks: We can only provide reports and/or records concerning the Loris Police Department. If the incident did not occur within the incorporated sections of Loris, you will need to contact the proper agency where the incident occurred. When requesting reports, you will need the following: date, time, location, name(s) of those involved, and a brief description of what the incident was (example: an intruder). Any additional information you may be able to provide regarding the incident is always helpful.

911 Tapes and/or Computer Aided Dispatch (CAD) Reports: If you need to request a copy of a 911 call or a CAD Report, you will need to fill out a 911 Request form (available on-line at www.horrycounty.org).

Miscellaneous Information: When you submit a Freedom of Information Act (FOIA) Request, you will receive a standard letter from our office stating that we have received your request and are processing it. Under South Carolina law we have fifteen (10) business days to respond to your request. This does not necessarily mean we will have the items requested, simply that we must send correspondence to you regarding your request. Although we cannot guarantee a specific date of completion, we will process your request as quickly as possible. Also, please be sure to note if your request is needed for court (note court date). A deposit of no more than 25% of the total estimated cost may be required prior to searching for or making copies of records.

Inspecting, copying, and production of public records are subject to all applicable exemptions and exclusions provided by the FOIA or other state and federal laws. If public records are available for electronic transmission by the Loris Police Department, per page copying charges do not apply; however, you will still be charged for staff time spent searching for, retrieving, and redacting the records. The Loris Police Department is not required to create an electronic version of a public record where one does not exist.

It is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. S.C. Code §30-2-50.