



FREEDOM OF INFORMATION – REQUEST FOR PUBLIC RECORDS

To: City of Liberty
City Clerk's Office
PO Box 716
Liberty, SC 29657
Clerk@libertysc.com

From: Name
Address
City, State, Zip Code
Telephone

Description of records requested:

Four horizontal lines for describing records requested.

Are you asking for the records for a commercial use/purpose? Yes No

Please indicate the format in which you would like the City to respond to your request. Please know the City may not be able to accommodate the requested format. Cost per City's policy may be applied to any of these formats.

Inspection Only Hard Copy Email:
Fax: Other Format:

By my signature, I hereby state that I have received a copy of the City of Liberty's policy outlining possible charges I may incur as part of this request.

Signature: Date:

For Office Use Only: Date Received, Response Date, Due Date, Department(s) Responsible for Responding, City Attorney Involvement, City Staff Assigned Response, Notations, Associated Fees, Paid.

## **FREEDOM OF INFORMATION POLICY**

The City of Liberty upholds the Public's right to know the activities of its government, but finds it necessary to adopt a written policy to advise its employees. With regard to our own records, this office discloses records in compliance with the state's Freedom of Information Act. All FOIA requests must be submitted in writing and will be responded to within ten (10) business days unless the records are more than 24 months old, then it will be responded to within twenty (20) business days. We act expeditiously to fully disclose those records accessible under the Act. We consider it to be misconduct for an employee to not meet both the requirements and spirit of the Act. This City is governed by FOIA restrictions to legal files 30-4-40(3), 30-4-40(4), and 30-4-40(7); 30-4-40(2) and Budget and Control Board regulations for personal records (19-708.06), and personnel records (30-2-50(c)). Persons provided personal information are made aware of limitations placed upon its use by statutes

### **FOIA Fees**

<b>Type</b>	<b>Rate</b>
Search/retrieval time (per hour)	\$14.00 - \$20.00
Paper Copies on Copier (each page)*	\$1.00 & \$0.10 Per Each Additional Copy
Other paper copies via outside source	Actual Cost
Create electronic copy (per hour; if agreed upon by City)	\$14.00 - \$20.00
CD/DVD (each)	\$1.00
Flash Drive/ External Drive	Actual Cost

- Cost Subject to Change for Time & Resources that are required to full-fill FOIA request.