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:

_____
_____
_____
_____

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 my 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: ☐*Yes*   ☐ *No*

City Staff Assigned Response: _____
Notations:

_____
_____

Associated Fees: _____   *Paid:*   ☐ *Yes*   ☐ *No*

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

Type	Rate
Search/retrieval time (per hour)	$14.00 - $35.00
Paper Copies on Copier (each page)*	$.10
Other paper copies via an outside source	Actual Cost
Create an 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 required to fulfill the FOIA request.
  ** No Charge when there are ten copies or less