



Freedom of Information Act Request Form

The City of Marion recognizes the South Carolina Freedom of Information Act (South Carolina Code 30-4-10) enacted by the South Carolina General Assembly that gives every citizen the right to access government meetings, documents and records. By standardizing the City's procedures for processing Freedom of Information Act (FOIA) requests and establishing reasonable fees for such request, the City will ensure its compliance with FOIA and its intended goal of transparency of City operations and policies.

All requests for information pursuant to the South Carolina Freedom of Information Act (FOIA) must be made in writing and submitted in person, by mail, email or fax to the City of Marion. To ensure accuracy in the City's response, all requests should be as descriptive as possible. In accordance with FOIA, the City of Marion must respond to a written request within ten (10) working days.

Please complete the information below and submit by way of one of the following:

In Person: City Hall, Office of the City Clerk, 107 S. Main Street, Marion, SC 29571
US Mail: City of Marion, Attn: City Clerk, P.O. Box 1190, Marion, SC 29571
Facsimile or Email: (843) 423-8620 OR lshannon@marionsc.gov

Date of Request: _____ Name of Person Making Request: _____
Name of Agency/Firm or Organization Business: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone Number: _____ Email: _____

Information Requested (*please be as specific as possible*). You may attach additional pages as needed.

Please indicate the format in which you would like a response:

Email Electronic Copies Fax (Under 20 Pages) Will Pick Up Mail Hard Copies

By my signature, I hereby state that I have received information about the City of Marion's FOIA process and a copy of the Fee Schedule outlining possible charges I may incur as part of this request.

Requestor Signature: _____

FOR OFFICE USE ONLY

Date Request Received: _____ By: _____
Response Notice Due Date: _____ Forwarded to Department/Employee: _____
First Response Date: _____ Notification fees/document ready date: _____ Notification of Denial Date: _____
Reason for Denial: _____
Fee for Services: _____ Date Paid: _____ Method of Payment: _____
Date of Completion: _____ Staff Signature: _____

*City of Marion - Office of the City Clerk
Post Office Box 1190 - Marion, SC 29571
843-423-5961 Ext. 10*



Freedom of Information Act Request Fee Schedule

Under this Policy, the City of Marion has duly adopted the fee schedule set forth below for copies and for staff assistance in searching for/or providing requested information.

	Minutes/Hours	x Rate	Cost
Search/Retrieval Time		\$13.80/hour	
Copies:	Number of Pages:	Unit Price (1 Pg. = 1 Unit):	
Paper Records/Standard Reports		\$0.20/page	
Color Copies		\$0.25/page	
Audio Cassette Copies		\$5.00/each	
CD		\$3.00 each	
Standard Maps/Plots up to 11" x 17"		\$.50/each	
Standard Maps/Plots Larger than 11" x 17"		\$10.00/each	
Police Reports		\$5.00/each	
Postage/Shipping (USPS/FEDEX/UPS)		Actual Rate	
TOTAL COST			

******Requests which are estimated to require three or more hours of staff time for research will be accompanied by a deposit of 25% to defray costs in the event the requestor fails to pay for copies and wages of the staff collecting and copying the documents. No documents shall be released until such time as the difference is remitted. No FOIA request shall be honored for any person who has failed to reimburse the City for costs associated with prior FOIA requests until such time as they remit the fees that are in arrears.***