



## Freedom of Information Request Form

Information: (803) 737-0997

Date: \_\_\_\_\_ Internal Request number: \_\_\_\_\_

### Contact information

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_  
Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### Request information

Description of documents requested. **Please include specific time frame to be researched, County & location.**  
(Attach additional sheets if necessary):

### Family Privacy Protection Act statement

The Family Privacy Protection Act, SC Code Section 30-2-50, prohibits any person or private entity from knowingly obtaining or using any personal information obtained from our agency for commercial solicitation directed to any person in the State. Violation of this law is a crime.

I have read and understand this statement. I am not requesting information for the purposes of commercial solicitation or in violation of law.

Signed: \_\_\_\_\_

Submit requests: Email: [foiainfo@scdot.org](mailto:foiainfo@scdot.org) • Fax: (803) 737 2071 • Mail: FOIA Officer, P O Box 191, Columbia, SC 29202

**Office Use Only:** Date completed: \_\_\_\_\_

Billing info: Research: Time: \_\_\_\_\_ Cost: \_\_\_\_\_

Description: \_\_\_\_\_

Services: Scan #: \_\_\_\_\_ Hard copies #: \_\_\_\_\_ CD/USB #: \_\_\_\_\_  
Other: \_\_\_\_\_

Delivery options: Pick up      Emailed      Mailed      Other: \_\_\_\_\_

**Total Charge:** \$ \_\_\_\_\_

## **Instructions for Completing SCDOT FOIA Request Form**

**Purpose:** This form is used by any person seeking copies of public records of the SCDOT under the SC Freedom of Information Act.

### **Instructions:**

1. Fill out the top portion of the form by providing complete contact information. We may contact you to obtain additional information necessary to fulfill your request. Please provide a telephone number where you can be reached between 8:30 a.m. to 5:00 p.m., Monday through Friday.
2. Provide as much specific information about the desired documents as possible.
3. Read and sign the Family Privacy Protection Act statement.

**Submit the Form:** E-mail, fax or mail completed form to the FOIA Officer as shown below

### **Contact Information**

Shirley Anderson, Freedom of Information Officer  
South Carolina Department of Transportation (SCDOT)  
P. O. Box 191  
Columbia, SC 29202  
(803) 737-0997 or (803) 737-1347  
Fax: (803) 737-2071  
E-mail: [AndersonSE@scdot.org](mailto:AndersonSE@scdot.org) or [FOIAinfo@scdot.org](mailto:FOIAinfo@scdot.org)

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### **Fee Schedule**

- If the documents are readily available (defined as 2 hours or less, per staff person, of research and retrieval time) there will be no fee for staff research time. For every hour over 2 hours, there will be a research fee of \$20 per staff-hour.
- If the request is for hard copies, the first 25 pages will be at no charge. For every page over the 25, the fee will be 10 cents per page.
- There will be no fee for electronic files, if those are requested in lieu of hard copies, provided they can be easily e-mailed to the requestor. If the material is too large to email and it needs to be placed on a CD/DVD or USB drive, the fee will be \$1.00 for a CD/DVD and \$7.00 for a USB Drive.