

S.C. Law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.

FOIA Records Request

Greenville County Redevelopment Authority (GCRA)

PLEASE PRINT

Name _____ Date Requested _____

Address _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Agency, Firm or Organization _____

Address (if different) _____ Daytime Phone _____

City/State/Zip _____ Cellular Phone _____

Information Requested (attach additional description, if required) _____

Requested delivery: Mail Pick Up Email

Office Use Only

Date Request Received: _____

Written FOIA Response determining availability of records and notice of any exemptions due: _____

10 business days from date of receipt of FOIA request for records less than 24 months old

20 business days from date of receipt of FOIA request for records more than 24 months old

Written FOIA Response provided to Requestor: _____

If the Greenville County Redevelopment Authority determines that the requested records are available and not exempt from disclosure, the records will be furnished to the requestor within 30 calendar days of its written response, or within 35 calendar days if the records are more than two years old.

A DEPOSIT (25% of reasonably anticipated cost for reproduction of the records) IS REQUIRED, if search and retrieval time is greater than 30 minutes and/or the number of pages to be produced is greater than 10 pages. The balance must be paid at the time of production.

Estimated Search/Retrieval Time	Number of Minutes/Hours		Rate	Cost
			\$15.00/hr	
Estimated No. of black and white Copies	Number of pages			
Estimated No. of color copies	Number of pages			
Estimated No. of Discs for audio or video recordings	Number of Discs			

Estimated Cost: _____

Deposit Amount: _____

Deposit Received on: _____

Production of documents due: _____

30 days after date of receipt of deposit for records less than 24 months old

35 days after date of receipt of deposit for records more than 24 months old

Information retrieved by:

<u>Name</u>	<u>Department</u>	<u>Time</u>	<u>Rate</u>	<u>Cost</u>
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	
			X \$15.00/hr	

FEE SCHEDULE

	Minutes/Hours	x Rate	= Cost
Search/Retrieval Time There is no retrieval charge for records retrieved and copied within ½ hour or less.	0.00	\$ 15.00	0.00
Copies There is no charge for copies of records if the total number of pages responsive to the FOIA Request is 10 pages or less. **If an electronic version of a record is available, and the requestor elects to receive the record electronically, then there will be no charge for copies.	Number or Pages	Unit Price	
Black and White Paper records/standard reports 8.5x11		\$0.10/page	0.00
Color Paper Records/standard reports 8.5x11		\$0.50/page	0.00
Standard maps/plots up to 11" x 17" black and white		\$0.50/each	0.00
Standard maps/plots up to 11" x 17" color		\$1.00/each	0.00
Standard maps/plots larger than 11"x 17"		\$5.00/each	0.00
Microfiche/microfilm copies		\$0.10/each	0.00
CD/DVD		\$1.00/each	0.00
Flash Drive		12.00/each	0.00
TOTAL COST			0.00

**Please note that if the requested records are not in an electronic format, and our office agrees to transfer the documents to an electronic format, then there will be a charge for the staff time required to transfer the documents to an electronic format.

Information reviewed by: _____

Date Information provided to requestor: _____