



FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

To: Public Information Officer
FOIA Compliance
P.O. Drawer 939
Georgetown, SC 29440
Email: cityfoiarequest@georgetownsc.gov

From: _____
Name _____
Address _____
City, _____ State _____ Zip _____
E-mail _____

Description of records requested:

Are you asking for these 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 from City FOIA Summary (Rev. April 21, 2006) may be applied to any of these formats.

Inspection Only Hard Copy Email: _____ Digital Format: PDF only

By my signature I hereby state that I have received the City of Georgetown's FOIA process, including the fee schedule (rev. April 21, 2006) outlining possible charges I may incur as part of this request.

Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Due Date: _____ Response Date: _____

Department (s) Responsible for Responding: _____

City Attorney Involvement: Yes No

City Staff Assigned Response: _____

Notations: _____

Associated Fees: _____ Paid: Yes No