



Freedom of Information Act (FOIA) Request for Public Records

Date of the Request: \_\_\_\_\_

Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate the Department the Request should be forwarded to:

Fire Department (Fire Code Violations, etc.)

Law Enforcement

Building Codes (Certificates of Occupancy, Building Code Violations, etc.)

Zoning Code (Zoning Districts, Zoning Codes Violations, etc.)

Other (Please specify):

Description of records of being requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are these records for a commercial use                      Yes                      No  
Purpose of records: \_\_\_\_\_

\_\_\_\_\_

Pursuant to S.C. Code Ann. § 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from the City for commercial solicitation directed to any person in this State. All persons making FOIA requests to the City are hereby notified that all persons obtaining or using public records for commercial solicitation directed to any person in this State is prohibited. A person knowingly violating the provisions of S.C. Code Ann. § 30-2-50 is guilty of a misdemeanor and, upon conviction, must be fined an amount not to exceed five hundred dollars or imprisoned for a term not to exceed one year, or both.

Please indicate how you would like to receive this information:

Inspection at City Offices

Hard copy by mail (will be sent to address above)

Hard Copy for Pickup

Fax To: \_\_\_\_\_

Email To: \_\_\_\_\_

Other: \_\_\_\_\_

In accordance with FOIA and the City's FOIA policy, please note:

1. The City has ten (10) working days (excluding weekends and legal public holidays) from the date of receipt to reply to the requestor in writing informing the requestor of the City's determination of availability of the requested records; however, if the record is more than twenty-four (24) months old at the date the request is made, the City has twenty (20) days (excluding weekends and legal public holidays) of the receipt to make this notification.
2. The City's correspondence shall also include a request for deposit of twenty-five percent (25%) of the total cost, based on the anticipated for the reproduction of the records. The records will not be retrieved until the deposit has been received by the City and the check or transaction has cleared the financial institution. When the deposit has cleared the financial institution, the City Clerk's Office will notify the requestor of the estimated time of response, unless such time is less than five (5) days, in which case, no follow-up letter is necessary.

I hereby state that I have received information about the City of Mauldin's FOIA process and a copy of the fee schedule outlining possible charges I may incur as part of this request. I also certify to the City of Mauldin that I will not use personal information obtained from the City for purposes of commercial solicitation nor will I provide such personal information to others for purposes of commercial solicitation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit your request to:

City of Mauldin  
City Clerk's Office  
PO Box 249  
Mauldin, SC 29662