



City of Newberry, South Carolina
FREEDOM OF INFORMATION REQUEST FORM

NAME _____ DATE: ___/___/___

STREET ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

MAILING ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____

PHONE #: _____ FAX #: _____

A. INFORMATION SOUGHT/REQUESTED (be as specific as possible):

Multiple horizontal lines for writing the information sought/requested.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM THE CITY OF NEWBERRY FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500. MY FILING OF THIS REQUEST CONSTITUTES ACKNOWLEDGMENT OF THIS PROHIBITION.

B. APPLICANTS SIGNATURE: _____ Date _____

The City Code can be viewed at no charge by using the website:
https://library.municode.com/sc/newberry /codes/code_of_ordinances

OFFICE USE ONLY:

Date Received _____ By _____ DEPT. _____

Date Response is Due _____ (10 WORKING DAYS FROM SUBMISSION)

Sent to DEPT. _____ On ___/___/___ Due Back to Clerk ___/___/___

Estimated Cost: _____ Deposit Amount: _____

Deposit Received on: _____ Production of documents due: _____

Date Request was Answered: _____ By: _____

DETERMINATION: (DOES REQUEST CLASSIFY AS PUBLIC INFORMATION.)

YES ___ NO ___ PER CODE SECTION 30-4-30

SIGNATURE OF MUNICIPAL CLERK _____

Please sign and return to: City of Newberry, Attn: FOIA Requests, PO Box 538, Newberry, SC 29108 or fax to (803) 321-2609. For more information call (803) 321-1000

CITY OF NEWBERRY SCHEDULE OF ADMINSTRATIVE FEES

Section 30-4-30(b) of FOIA, authorizes the City, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the City has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. *Costs to fulfill any FOIA requests may be paid by check or money order. Once there is a mutual understanding of your FOIA request, the City of Newberry may require a 25% deposit for estimated staff time to generate a response before assembling the information.*

OFFICE USE ONLY:

	Minutes/Hours	x Rate	= Cost
Search/Retrieval Time		\$ 20.62/ hr \$ 10.31/ ½ hr \$ 5.16/ ¼ hr	
Copies	Number or Pages	Unit Price	
Black and White Paper records/standard reports 8.5x11		\$0.10/page	
Black and White Paper records/standard reports 8.5x14		\$0.25/ page	
Color Paper Records/standard reports 8.5x11		\$0.50/page	
Standard maps/plots up to 11" x 17" black and white		\$0.50/each	
Standard maps/plots up to 11" x 17" color		\$1.00/each	
Standard maps/plots larger than 11"x 17"		\$5.00/each	
CD/DVD		\$2.00/each	
Postage	<input type="checkbox"/> Certified Mail <input type="checkbox"/> Standard Mail Delivery	Based on weight and delivery	
TOTAL COST			

- NO LESS THAN 1/4 HR PLUS .25 PER PAGE WILL BE CHARGED FOR SEARCH AND PREP TIME ON RECORDS OF 1 - 20 PAGES; OVER 20 PAGES THE HOURLY RATE FOR ACTUAL TIME FOR SEARCH AND PREP WILL APPLY.
- ALL FAX TRANSMITTED RECORDS SHALL BE CHARGED AT 1/4 HR PLUS .25 PER PAGE.

****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.**