

City of New Ellenton

Mayor
Kimberly Williams

Council Members
Carl Culpepper III
Elvira Johnson-Holley
Geneva S. Jackson
Ashley Morgan
Carter Rhine
Jeff White



City Clerk Treasurer
Maria Tamimi-Bush

Administrator
Lynn S. McEwen

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR PUBLIC RECORDS DATE OF REQUEST _____

REQUESTOR _____

STREET ADDRESS _____

CITY/STATE/ZIP _____

EMAIL _____ PHONE _____

PLEASE INDICATE THE DEPARTMENT THIS REQUEST SHOULD BE FORWARDED TO:

- * LAW ENFORCEMENT
- * FIRE DEPARTMENT (FIRE CODE VIOLATIONS, CURRENT INSPECTIONS, ETC.)
- * BUILDING CODE (CERTIFICATES OF OCCUPANCY, BUILDING CODE VIOLATIONS, ETC.)
- * ZONING CODE (ZONING DISTRICTS, ZONING CODE VIOLATIONS, ETC.)
- * OTHER _____ (PLEASE SPECIFY)

DESCRIPTION OF RECORDS REQUESTED:

ARE THESE RECORDS FOR COMMERCIAL USE/PURPOSE? ☐ YES ☐ NO

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 PICK UP
- ☐ EMAIL TO: _____
- ☐ OTHER: _____

IN ACCORDANCE WITH FOIA, THE CITY OF NEW ELLENTON MUST:

1. FOR RECORDS LESS THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE CITY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD¹ WITHIN 10 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 30 CALENDAR DAYS OF THE LATER OF EITHER CITY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE CITY.

2. FOR RECORDS MORE THAN 24 MONTHS OLD, NOTIFY THE PERSON MAKING THE REQUEST OF THE CITY'S DETERMINATION AS TO THE PUBLIC AVAILABILITY OF THE REQUESTED PUBLIC RECORD¹ WITHIN 20 WORKING DAYS (EXCLUDES SATURDAYS, SUNDAYS AND LEGAL PUBLIC HOLIDAYS) AND PRODUCE THE REQUESTED INFORMATION WITHIN 35 CALENDAR DAYS OF THE LATER OF EITHER CITY'S NOTIFICATION AS TO THE AVAILABILITY OF THE REQUESTED PUBLIC RECORD OR THE DATE THE ADVANCE DEPOSIT IS MADE IF REQUIRED BY THE CITY.

THE CITY MAY REQUIRE AN ADVANCE DEPOSIT OF UP TO 25% OF THE REASONABLY ANTICIPATED COSTS FOR REPRODUCTION OF THE RECORDS PRIOR TO THE CITY SEARCHING FOR OR MAKING COPIES OF RECORDS.

BY MY SIGNATURE, I HEREBY STATE THAT I HAVE RECEIVED INFORMATION ABOUT THE CITY OF NEW ELLENTON'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 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: _____

FOR OFFICE USE ONLY	Date Received _____	Date of Initial Response _____
City Attorney Involvement	YES NO	
Associated Fees _____	Paid YES NO	