



# Colleton County Sheriff's Office

*Sheriff Guerry L. "Buddy" Hill, Jr*

394 Mable T Willis Blvd, Walterboro, SC 29488

Phone (843) 549-2211 Fax (843) 538-4384

www.colletoncountysheriff.com



## FREEDOM OF INFORMATION ACT REQUEST FORM

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

Organization: \_\_\_\_\_

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

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

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

**Information Requested:** (Please PRINT and be as SPECIFIC as possible - include any names, addresses, dates of birth, case numbers if known, specific dates and/or date range, type of report, etc.)

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### Fee Schedule:

\$ 25.00 per hour for search, retrieval and redaction

\$12.00 USB Flash Drive

\$ 0.75 per page COLOR- Letter Size

\$ 1.00 per page COLOR- Legal Size

\$ 5.00 per CD/DVD/Blu Ray

\$ 0.25 per page B/W - Letter Size

\$ 0.50 per page B/W - Legal Size

**\*Body-worn camera video is not a public record subject to disclosure under FOIA.\***

DELIVER this form to the Colleton County Sheriff's Department located at 394 Mable T. Willis Blvd, Walterboro, SC 29488 or EMAIL this form to foia@colletoncounty.org or CALL 843-549-2211 for any questions

The Colleton County Sheriff's Department bills only for its cost to fulfill each request. Invoices will be sent to you and payment is required in full before the public records are released to you. A 25 percent deposit may be required prior to fulfilling a request based off of information requested and estimated research time. You will be contacted with the required deposit amount prior to the request being fulfilled. \*\*It is a crime to knowingly obtain or use personal information from a public body for commercial solicitation. S.C. Code §30-2-50\*\*

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