**Freedom of Information Act (FOIA) Request Form**

[Your Name]  
[Street Address]  
[City, ST ZIP Code]

[Date]

St. Andrews Public Service District  
1775 Ashley River Road  
Charleston, SC 29407

To Whom It May Concern,

Under the South Carolina Freedom of Information Act, §30-4-10 et seq., I am requesting an opportunity to inspect or obtain copies of public records that… *(Describe the records or information sought with enough detail for the public agency to respond.  Be as specific as your knowledge of the available records will allow. But it is more important to describe the information you are seeking).*

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If there are any fees for searching or copying these records, please inform me if the cost will exceed $\_\_\_\_\_\_.  This information is not being sought for commercial purposes.

The South Carolina Freedom of Information Act requires a response time within 15 business days.  If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

Requested information can be picked up in person at 1775 Ashley River Rd. Charleston, SC 29407, or sent via (*Please check one)*:

\_\_\_\_\_\_\_ US Postal Service

\_\_\_\_\_\_\_ Federal Express (Shipping & Handling will be an additional fee.)

\_\_\_\_\_\_\_ UPS (Shipping & Handling will be an additional fee.)

To the following address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sincerely,

[Insert Your Name]

[Insert Your Phone Number]