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Date:			
Contact information			
Name:	Company/Organiza	tion:	
Street Address:	City:		
Phone Number:			
Request Information			
Date Range For Requested Documents:	То		
Physical address of location in question:			
Please list all counties below that you want ir	ncluded in this FOIA: (AL	L or individual)	
Description of documents requested below	v. (Attach additional sh	eets if necessa	iry)
Family Privacy Protection Act Statement			
The Femily Driveny Distantion Act. 00.0-	de Castien 20.0.50		
The Family Privacy Protection Act, SC Co	· •		•
knowingly obtaining or using any personal		n our agency fo	or commercial s
directed to any person in the State. Violation	of this law is a crime.		
7 1			

I have read and understand this statement. I am not requesting information for the purposes of commercial solicitation or in violation of law.

Signed: _____

Submit requests: Email: SCDOTFOIAInfo@scdot.org • Fax: (803) 766-1007 • Mail: FOIA Officer, P O Box 191, Columbia, SC 29202

Instructions for Completing SCDOT FOIA Request Form

Purpose: This form is used by any person seeking copies of public records of the SCDOT under the SC Freedom of Information Act.

Instructions:

- 1. Fill out the top portion of the form by providing complete contact information. We may contact you to obtain additional information necessary to fulfill your request. Please provide a telephone number where you can be reached between 8:30 a.m. to 5:00 p.m., Monday through Friday.
- 2. Provide as much specific information about the desired documents as possible.
- 3. Read and sign the Family Privacy Protection Act statement.

Submit the Form: E-mail, fax or mail completed form to the FOIA Officer as shown below

Contact Information

SCDOT Freedom of Information Officer South Carolina Department of Transportation (SCDOT) P. O. Box 191 Columbia, SC 29202 (803) 737-1347 Fax: (803) 766-1007 E-mail: <u>SCDOTFOIAInfo@scdot.org</u>

Fee Schedule

- If the documents are readily available (defined as 2 hours or less, per staff person, of research and retrieval time) there will be no fee for staff research time. For every hour over 2 hours, there will be a research fee of \$20 per staff-hour.
- If the request is for hard copies, the first 25 pages will be at no charge. For every page over the 25, the fee will be 10 cents per page.
- There will be no fee for electronic files, if those are requested in lieu of hard copies, provided they can be easily e-mailed to the requestor. If the material is too large to email and it needs to be placed on a CD/DVD or USB drive, the fee will be \$1.00 for a CD/DVD and \$7.00 for a USB Drive.

As-Let and As-Built plans can be obtained through our subscription-based portal known as, <u>Plans Online</u>.