



# City of Folly Beach, South Carolina Freedom of Information Request Form

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

Name: \_\_\_\_\_ Business: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Information Requested \_\_\_\_\_

S.C. law provides that it is a crime to knowingly obtain or use personal information from a public body for commercial solicitation.

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

**Please sign and return to:**  
**City of Folly Beach**  
**Attn: Katharine Eich,**  
**Municipal Clerk PO Box 48**  
**21 Center Street**  
**Folly Beach, SC 29439**  
**843-513-1833**  
[keich@cityoffollybeach.com](mailto:keich@cityoffollybeach.com)

### **Fee Schedule:**

#### Document Searches/Staff Time

Email and document searches by keyword or topic, document collection, and redactions will incur charges for staff time at employee or contractor's hourly rate of \$15 hr. Any document that contains personal information (social security, tax information, etc.) must be redacted.

#### Documents & Copies

Specific / Identified readily available items will be produced by email at no charge.

- ❖ Budget
- ❖ Financial Statements
- ❖ City Code
- ❖ Minutes, Ordinances, Resolutions, Building Plans

(All are also available on our website)

#### Copy Costs:

Any document that must be redacted must be counted as a hard copy, regardless of final delivery format.

- Thumb Drive \$5.00
- Copies \$ .25/page
- Maps:
  - 11 x 17 or Larger Printed in B/W on Printer \$ .50/page
  - 8 x 14 or Smaller Printed in Color on Printer \$5.00
- Other: Criminal Record Check/ Accident Report/Incident Report \$5.00