



FREEDOM OF INFORMATION--REQUEST FOR PUBLIC RECORDS

To: City of Pickens
Meagan Nations
PO Box 217
Pickens, SC 29671
Fax 864-878-0450
mnations@pickenscity.com

From: _____
Name _____
Address _____
City, State, Zip Code _____
Telephone _____

Description of records requested:

Are you asking for these records for a commercial use/purpose? ☐ Yes ☐ No

Please indicate the format in which you would like the City to respond to your request. Please know the City may not be able to accommodate the requested format. Cost per the City's policy may be applied to any of these formats.

☐ Inspection Only ☐ Hard Copy ☐ Email: _____
☐ Fax: _____ ☐ Other Format: _____

By my signature, I hereby state that I have received a copy of the City of Pickens' policy outlining possible charges I may incur as part of this request.

Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Due Date: _____ Response Date: _____

Department(s) Responsible for Responding: _____

City Attorney Involvement: ☐ Yes ☐ No

City Staff Assigned Response: _____

Notations: _____

Associated Fees: _____ Paid: ☐ Yes ☐ No

FREEDOM OF INFORMATION POLICY

The City of Pickens has a long-standing policy of vigorously upholding the Public's right to know the activities of its government, but find it necessary to adopt a written policy to advise its employees. With regard to our own records, this office discloses records in compliance with the state's Freedom of Information Act. All FOIA requests must be submitted in writing and will be responded to within ten (10) business days unless the records are more than 24 months old, then it will be responded to within twenty (20) business days. We act expeditiously to fully disclose those records accessible under the Act. We consider it to be misconduct for an employee to not meet both the requirements and spirit of the Act. This City is governed by FOIA restrictions to legal files 30-4-40(3), 30-4-40(4), and 30-4-40(7); 30-4-40(2) and Budget and Control Board regulations for personal records (19-708.06), and personnel records (30-2-50(c)). Persons provided personal information are made aware of limitations placed upon its use by statutes.

In meeting our obligations to the public, the City of Pickens will adhere to the changes in the South Carolina Freedom of Information Act which took effect on May 19, 2017