



CITY OF SENECA

FREEDOM OF INFORMATION ACT REQUEST

S.C. CODE 30-4-30(B) the City of Seneca may establish and collect reasonable fees not to exceed the actual cost of search, retrieval, and redaction of records.

From

Name _____
Organization (if applicable) _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

To (check all that apply)

- City Administration and subordinate departments City Court City Police
- City Fire Seneca Light and Water Seneca Development Corporation
- Seneca Business Development Support Center Seneca Improvement Corporation
- City Council Seneca Planning Commission Zoning Board of Appeals

Description of information - please state the relevant subject(s) of this request

Dates of information: from _____ to _____

Per S.C. CODE 30-2-50, by signing this Freedom of Information Act request, I affirm that I have received notice that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited and is subject to fines and penalties as listed in S.C. Code section 30-2-50(D).

Signature: _____ Date: _____

221 E. N. First St - PO Box 4773, Seneca, SC 29679 www.seneca.sc.us City Hall 864-885-2700 Fax 864-885-2701

Schedule of Charges

Paper Copies	# _____ x \$ _____ (current copier cost per page)	Total	\$ _____
Hourly fee	# _____ x \$ _____ (staff time)		\$ _____
Postage if applicable			\$ _____
	<i>Total Due to City of Seneca</i>	<i>Total</i>	\$ _____

Payment may be made by check, cash, or credit card.

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