

To Whom It May Concern:

Your request for copies of records from the Department of Communications E/911 must be handled in a specific manner according to the SC Law.

You may request the information under the Freedom of Information Act. You must put your request in writing, stating the date, time and specifically what information you are attempting to obtain. The request can be mailed to Cherokee County E/911 to the attention of Dennis Gardner, at 110 Railroad Ave Gaffney SC 29340, delivered to the E/911 Center at the above address, faxed to 864-487-2775 or emailed to dennis.gardner@cherokeecountysc.com.

Once your request is received, it will be reviewed by the Director or the County Attorney to determine if the information being requested is covered under the Privacy Act. The county has 15 working days to provide you a reply to the request or the information requested. Under law we are allowed to charge a reasonable price for obtaining the information and material on time. The cost will be a \$10.00 per hour with a minimum of 30 minutes which may be requested in advance.

Another way to obtain the information is to hire an attorney and they will subpoena the information for court purposes.

Please understand that we are obligated to obey the law concerning the privacy act with no exceptions. Law Enforcement, Fire, and EMS personnel may obtain the information if they are conducting an official investigation.

If you have any questions concerning the Freedom of Information Act, you may contact the Communications Department at (864) 487-2747.

Initials: _____

Freedom of Information Act Request Form

Date: _____

Requestor's Name (Print): _____

Address: _____

City, SC, Zip Code: _____

Telephone: (Home) _____ (Cell) _____

Please check the following:

_____ CAD Report

_____ Telephone Call

_____ Radio Traffic

If the incident did not occur at the above address, please write down the date and address of the incident or where the responding unit came.

Date: _____

Address: _____

City, SC, Zip Code: _____

Reason for request:

