To Whom It May Concern:

Your request for copies of records from the Department of Communications E911 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 E911 to the attention of Hailey Sprouse, at 110 Railroad Ave. Gaffney SC 29340, delivered to the E911 Center at the above address, faxed to (864) 487-2775 or emailed to hailey.sprouse@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 $10 per hour, with a minimum of 30 minutes which may be requested in advance.

Another way to obtain your 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) 487-2742.

Initial: _____

Freedom of Information Act Request Form

Date Request Filed: _____

Requestor's Name: _____

Requestor's Address, City, State & Zip:

_____

_____

Contact Number: (_____) _____

Would you prefer the information to be burned onto a **disc** (_____) or sent by **e-mail**? (_____)

If e-mail, please provide: _____

Please check all that you wish to receive:

CAD Report _____

Telephone Call _____

Radio Traffic _____

If the incident did not occur at the above address, please provide the date of the incident and the address that the officers responded to:

_____

_____

Reason for Request:

_____

_____

_____