

South Carolina Freedom of Information Act (FOIA) Request Form

Cherokee County Administration
 110 Railroad Avenue
 Gaffney, SC 29340
 (864) 487-2560
 cherokeecountysc.gov



REQUESTER INFORMATION

Name/
Organization

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: _____

Email: _____

I am seeking information for personal use

I am a representative of the news media affiliated with the newspaper, magazine, television station, etc. This is a request made for news gathering towards a story/article and is not for commercial use

I am affiliated with an educational or non-commercial scientific institution. This request is being made on behalf of an institution for the purposes of scholarly or scientific research not intended for personal use or to promote any particular product/industry/publication for profit

I am seeking information to further the commercial, trade or profit interests of the requester or person on whose behalf the request is being made

Date Requested: _____

Request Submitted By: Email US Mail In Person

Preferred Method of Contact: Email US Mail

Are you requesting Electronic Copies Paper Copies

Records Requested: (Please provide as many specific details as possible to allow identification of all records being requested. Additional pages may be used.)

Signature: _____

Date: _____

Please refer to Cherokee County's FOIA Fee Policy to obtain information regarding the fee structure based on the type of requester option selected on this form.

For Office Use Only:

Date and Time Received: _____

Due Date: _____

Staff Assigned: _____ Department(s): _____

Search Fee: \$ _____ Review Fee: \$ _____ Duplication Charge: \$ _____

Total Fee Assessed: \$ _____ Paid