

DATE: _____

TO: _____ (Name of Department/Elected Official)

P.O. Box 6122
Moncks Corner, SC 29461

Pursuant to the Freedom of Information Act, Section 30-4-10, *et seq.*, Code of Laws of South Carolina (1976, as amended), I request a copy of the following (please be specific).

I understand that obtaining or using public records for commercial solicitation directed to any person in this State is prohibited under Section 30-2-50 of the South Carolina Code of Laws.

I understand that the County has fifteen (15) days, excluding weekends and County holidays, in which to respond. I also understand that I may have to pay for the costs of copying, research, and postage associated with my request.

Signature: _____

Print Name: _____

Street/P.O. Box: _____

City/State/Zip _____

Telephone: _____

Fax: _____

Email: _____

Please indicate your preferred method of delivery by checking the appropriate box below. If possible, we will respond by the preferred method; however, some responses may not be suitable for fax or email due to quantity, size or medium of the document.

Mail Fax Email

Return this form via USPS, Fax, or Email

Berkeley County Government
Office of the County Attorney
P.O. Box 6122
Moncks Corner, SC 29461-6120
(843) 719-4011 - Office
(843) 719-4306 – Facsimile