The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request. South Carolina State University reserves the right to deny requests for information from those who are not citizens of South Carolina.

Contact Information
Name: ___________________________ Company/Organization: _______________________
Address: _______________________________________________________________________
Email Address: _____________________________ Telephone Number: _______________

Below, please provide a brief, yet detailed, request. Insufficient information may result in delay of processing and production.

_____________________________________________________________________________
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The South Carolina Family Privacy Protection Act prohibits a person or entity from obtaining or using any personal information from a state agency, including South Carolina State University, for the use of commercial solicitation. By signing and submitting this form, you agree that the obtained information will not be used for unlawful purposes.

_________________________________________ __________________
Signature of Individual/Agent of Requesting Entity Date

Fees Schedule **Effective July 1, 2019:**

Postage: actual costs
Copies: $00.25 per page (excluding records transmitted electronically)
Search/Retrieval: $15/hour Redaction: $30/hour
Computer Printouts: $1/per page Electronic Storage/CDs/Thumb Drives: $5/each
Deposit: not to exceed 25% of the total reasonable anticipated costs for production