



**GREENWOOD COUNTY, SC**  
**FREEDOM OF INFORMATION ACT REQUEST FORM**

Date of Request: \_\_\_\_\_

**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Information Requested (please be as specific as possible – type or print clearly): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RETURN THE FORM TO:**

**GREENWOOD COUNTY**

Toby Chappell, County Manager  
600 Monument Street, P-103  
Greenwood SC 29646

**FOR OFFICE USE ONLY**

Date FOIA Form Received: \_\_\_\_\_ Signature of Employee Receipt: \_\_\_\_\_

Date Receipt Response Due: \_\_\_\_\_ Date Response Provided to Requestor: \_\_\_\_\_

Document Search Assigned To: \_\_\_\_\_ Date of Assignment: \_\_\_\_\_

Date Documents Provided to Requestor: \_\_\_\_\_

*As provided by South Carolina Code Annotated Section 30-4-30 c, the County will provide a response within fifteen days (with the exception of Saturdays, Sundays and legal public holidays) of the receipt of a Freedom of Information Act (FOIA) Request. However please note that we are not required to produce the requested documents within fifteen working days.*