



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): _____

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: _____

Document Search Assigned To: _____

Date of Assignment: _____

Date Documents Due: _____

Date Documents Provided: _____

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.