



## FREEDOM OF INFORMATION REQUEST FOR PUBLIC RECORDS

To: Town of Port Royal  
PO Drawer 9  
Port Royal, SC 29935  
Fax 843-986-2210

From:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

For police department: [prpd@portroyal.org](mailto:prpd@portroyal.org)

For all other departments: [nlaney@portroyal.org](mailto:nlaney@portroyal.org)

Description of records requested:

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Are you asking for these records for a commercial use/purpose?  Yes  No

Please indicate the format in which you would like the Town to respond to your request. Please know the Town may not be able to accommodate the requested format. Cost from Fee Schedule may be applied to any of these formats.

Inspection Only  Hard Copy  Email: \_\_\_\_\_

Fax: \_\_\_\_\_  Other Format: \_\_\_\_\_

By my signature, I hereby state that I have received information about the Town of Port Royal's FOIA process and a copy of the Fee Schedule outlining possible charges I may incur as part of this request.

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

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### For Office Use Only:

Date Received: \_\_\_\_\_ Due Date: \_\_\_\_\_ Response Date: \_\_\_\_\_

Department(s) Responsible for Responding: \_\_\_\_\_

Town Attorney Involvement:  Yes  No

Town Staff Assigned Response: \_\_\_\_\_

Notations: \_\_\_\_\_

Associated Fees: \_\_\_\_\_ Paid:  Yes  No

## FOIA Request Information

### Response and Receipt:

The public body has 10 business days to respond to a written FOIA records request. If a requested record is more than 24 months old, the deadline is 20 business days. The public body is required to produce the requested records within 30 calendar days from the date it initially responds that the request will be fulfilled. When the public body requires a deposit, it must produce the records within 30 days of receiving the deposit. That deadline is 35 days for records that are more than 24 months old.

### Payment of Deposit/Fee:

Payment of deposit or fee must be made at the Port Royal Town Hall located at 700 Paris Avenue or by mail. In person payment can be made by cash, credit card, money order or certified check. Mailed payments must include a copy of the invoice with payment by money order, certified check or by submitting a credit card authorization form. No payments will be accepted by phone.