



RICHLAND ONE

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FREEDOM OF INFORMATION ACT REQUEST FORM

According to the South Carolina Freedom of Information Act (FOIA), Richland County School District One has ten (10) working days to determine if the information being requested is publicly available under the law. In addition, the district may charge a searching and copying fee for extensive requests.

Please fill in the required fields below:

Name: _____

Organization (if applicable): _____

Address: _____

E-mail: _____

Daytime Phone Number(s): _____

Please state what public records you are requesting and include the following: addresses, specific dates and times for a time range, and/or name(s), etc.

Public Records Requested (Description of Documents or Information Requested):

Signature

Date

Please print this form and mail or email it to:

Susan G. Williams, General Counsel
Richland County School District One
1616 Richland Street
Columbia, SC 29201

susan.williams@richlandone.org