

**South Carolina Freedom of Information Act (FOIA)
Request Form**

This FOIA request form must be completed in full and mailed or emailed to the Office of Legal Affairs at the College of Charleston for processing:

Office of Legal Affairs
College of Charleston
66 George St.
Charleston, SC 29424
legalaffairs@cofc.edu

Name: _____

Street Address, City, State:

Email Address:

Date: _____

Custodian of Records: _____

Please itemize the records you are requesting and state the purpose of your request. Be specific.

S.C. Code § 30-2-50 prohibits obtaining or using public records for commercial solicitation directed to any person in the State. By submitting this FOIA request, you are certifying that these records are not being sought for commercial purposes.

The fees for search, retrieval and (if applicable) redaction of records may be found on the College of Charleston's website in Official Policy 5.1. In accordance with S.C. Code § 30-4-30(b), documents may be furnished without charge or at a reduced charge if it is determined that waiver or reduction of the fee is in the public interest. If you request a fee waiver or reduction, please state why this is in the public interest:
