

**SOUTH CAROLINA STATE UNIVERSITY  
FREEDOM OF INFORMATION REQUEST FORM**

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PO Box 7395, Orangeburg, SC 29117  
(803) 533-3928**

The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request. South Carolina State University reserves the right to deny requests for information from those who are not citizens of South Carolina.

Contact Information

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Below, please provide a brief, yet detailed, request. Insufficient information may result in delay of processing and production.

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The South Carolina Family Privacy Protection Act prohibits a person or entity from obtaining or using any personal information from a state agency, including South Carolina State University, for the use of commercial solicitation. By signing and submitting this form, you agree that the obtained information will not be used for unlawful purposes.

\_\_\_\_\_  
Signature of Individual/Agent of Requesting Entity

\_\_\_\_\_  
Date

**Fees Schedule Effective July 1, 2019:**

Postage: actual costs

Copies: \$00.25 per page (excluding records transmitted electronically)

Search/Retrieval: \$15/hour      Redaction: \$30/hour

Computer Printouts: \$1/per page      Electronic Storage/CDs/Thumb Drives: \$5/each

Deposit: not to exceed 25% of the total reasonable anticipated costs for production