



FOIA Request Form

The City of Darlington strives to operate in a fair and transparent manner.

Name: _____

Daytime Contact Number: _____

Organization or Media Outlet (if any): _____

Item Requested (attach additional page if necessary): _____

Preferred method of fulfillment: Digital Hard copy In-person review only

Return this signed form to
City of Darlington
FOIA Requests / Planning Office

Mailing Address
PO Box 57
Darlington, SC 29540

Physical Address
400 Pearl St.
Darlington, SC 29532

Email Address
Rock@cityofdarlington.com

The City evaluates each public records request and attempts to provide the information at no-cost to the requestor when such requests are not particularly voluminous or time-consuming. If it is determined that charges will be assessed for fulfilling an information request, the requestor will be notified. Actual costs will be recorded throughout the process and will be reconciled with the requestor upon completion. Prior to collection of information or fulfillment of the request, 25% of the total fee amount must be received at the address below. Find the complete Fee Schedule online at www.CityofDarlington.com/contact-us/.

I understand that charges may be assessed for fulfilling this information request.

Signature: _____

OFFICE USE ONLY

Date Submitted: _____ Date of Notification of Receipt: _____

Deadline for Compliance: _____ Method of Receipt: _____

Additional Information Needed? Yes No _____

Staff Signature: _____

**Note: Record requests for items two years ago or older may take 30 business days to fulfill.*