



DARLINGTON COUNTY DEVELOPMENT SERVICES

PLANNING COMMISSION

1 PUBLIC SQUARE, ROOM 303 DARLINGTON, SOUTH CAROLINA 29532

Phone: 843-378-4610

Fax: 843-398-4072

FREEDOM OF INFORMATION ACT REQUEST LETTER

Requestor Name: _____

Address: _____

City/State/Zip: _____

Darlington County Development Services
1 Public Square, Room 303
Darlington, South Carolina 29532

Re: Freedom of Information Act Request

Dear Darlington County Development Services,

Under the **South Carolina Freedom of Information Act, §30-4-10 et seq.**, I am requesting the opportunity to inspect or obtain copies of public records that

The South Carolina Freedom of Information Act requires a response time within 15 business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,