



City of Darlington

Freedom of Information Act (FOIA) Request Form

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

REQUESTORS INFORMATION

Name _____

Best Contact Number _____

Email _____

Organization Media Outlet (if any): _____

INFORMATION REQUESTED

Preferred Method of Fulfillment: Digital Hardcopy In-Person Review Only

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

APPLICANT CERTIFICATION

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

Requestor's Signature _____

Date _____

Returned Signed form to: City of Darlington Attn: FOIA Requests/City Manager

Mailing and Physical Address:
400 Pearl St
Darlington, SC 29532

Email Address:
jpayne@cityofdarlington.com

OFFICE USE ONLY

Date Received: _____ Date of Notification of Receipt: _____

Deadline for Compliance: _____ Method of Receipt: _____

Additional Information Needed? Yes No _____

Staff Signature _____