City of Darlington FOIA Form and Fee Schedule

Updated January 2025

The City of Darlington strives to operate in a fair and transparent manner. The City will evaluate each public records request and attempt to provide the information at no cost to the requestor by absorbing the cost 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.

Photocopying – If the request requires copying approximately 5 pages or more, the charge would be calculated at 10 cents per page.

Oversize Documents & Large Quantities – If oversized documents or large quantities are sent to a third party for copying, the requestor will be charged the actual dollar amount of the invoice for the work.

Employee / Administrative Time – Information requests requiring more than one hour of staff time will be assessed at $17.00 per hour.

Postage or Fax – If more than 5 pages must be mailed or faxed, actual costs associated with the process will be assessed.

Computer / Information Technology – Charges will be based on costs associated with the process. For the use of a CD or DVD, there will be a $5 charge. For the use of a memory stick or flash drive, there will be a $10 charge. Video information charge is $25.

Specific costs associated with Police Department Information – Incident reports will cost $10 per report, unless the person making the request is the victim listed in the report.

City of Darlington FOIA Requests

Email
lhawkins@cityofdarlington.com

Physical
400 Pearl St.
Darlington, SC 29532

Mailing
PO Box 57
Darlington, SC 29540

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 Fullfillment: Digital Hardcopy In-Person Review Only

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APPLICANT CERTIFICATION

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

Requestor's Signature

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

Physical Address: 400 Pearl St, Darlington, SC 29532
Mailing Address: PO Box 57, Darlington, SC 29540
Email: lhawkins@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 _____