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FOIA REQUEST FORM

Freedom of Information Act (FOIA)

Section 30-2-50 of the Code of Laws of South Carolina, 1976, as amended, prohibits the gathering of records from any public body or using public records for commercial solicitation directed to any person in South Carolina.

Name: _____

Date of Request: _____

Mailing Address: _____

Phone #: _____

Email: _____

Description of Request: _____

How would you like to receive these records?

- Review records in person at Isle of Palms Water & Sewer Commission Office*
- Have records emailed to me*
- Have hard copies mailed to me*
- Pick up hard copies*

Fees:

Isle of Palms Water & Sewer Commission is permitted to charge reasonable fees in order to recover the direct cost of search, review, and duplication of requested records.

- I understand that fees may be assessed in order to fulfill my request and that I will be notified of any fees/charges prior to my request being processed. I also understand that I will be responsible for full payment of those fees/charges before obtaining any documents.*

Submit to:
Isle of Palms Water & Sewer Commission
Attn: FOIA Request
P.O. Box 528
Isle of Palms, SC 29451
Or email to: info@iopwsc.com