

# Saluda Municipal Court

100 South Jefferson Street  
Saluda, S.C. 29138  
Office: 864-445-3522 - Fax: 864-445-4928

## FOIA & RULE 5 FORM

DATE OF REQUEST: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (     ) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

INFORMATION REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALL COPIES \$ .25 EACH SIDE  
CASH or MONEY ORDER ACCEPTED**

Section 30-4-30(B) S.C. Code of Laws, 1976, as amended, provides as follows:

The public body may establish and collect fees not to exceed the actual cost of searching for and making copies of records. Documents may be furnished when appropriate without charge or at a reduced charge when the agency determines that waiver or reduction of the fee is in the public interest. The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may receive a reasonable deposit of these rates before searching for or making copies of the records.

### IMPORTANT NOTICE

**Section §30-2-50(B) S.C. Code of Laws, provides that personal information obtained from public records is prohibited from being used for commercial solicitation purposes.**

### ***FOR OFFICE USE ONLY***

REQUEST ASSIGNED TO: \_\_\_\_\_

DATE OF COMPLETION: \_\_\_\_\_

DATE OF ASSIGNMENT: \_\_\_\_\_

FEE FOR SERVICES: \_\_\_\_\_

DATE RESPONSE DUE: \_\_\_\_\_

METHOD OF PAYMNET: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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## **FOIA REQUEST CHARGES**

Paper Copies - \$.25 per side per page

Labor – Hourly wage of employee performing task x number of hours to complete request (minimum charge of 1 hour)

**CASH OR MONEY ORDER MADE PAYABLE TO THE TOWN OF SALUDA**