



**TOWN OF YEMASSEE
FREEDOM OF INFORMATION
ACT REQUEST**

Town of Yemassee
Administration Department
101 Town Cir
Yemassee, SC 29945-3363
(843) 589-2565 Ext. 3
www.townofyemassee.org

Applicant		Recipient (if other than applicant)	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Information Requested			
Starting Date:	<input type="checkbox"/> Electronic	<input type="checkbox"/> Print	
Ending Date:			
Address(es):			
Tax Map Number(s):			
Content and Material Requested:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Completed and signed FOIA Form.			
<input type="checkbox"/> 2. Valid contact information (two forms preferred. i.e. phone number & e-mail)			
<input type="checkbox"/> 3. Requested delivery method (Print or Electronic)			
<input type="checkbox"/> 4. Any fees as determined by the Town of Yemassee Schedule of Rates and Fees*			
Note: Depending on the volume of information requested and staff time to prepare the requested documents, fees may apply as outlined in the Town of Yemassee Schedule of Rates & Fees.			
I understand that obtaining or using public records for commercial solicitation directed to any person in this state is prohibited under Section 30-2-50 of South Carolina Code of Laws. I understand that under Section 30-4-30 c of the South Carolina Code of Laws, the Town will provide a response within 10 days (except Saturdays, Sundays and legal public holidays) of the receipt of a Freedom of Information Act (FOIA) request, as well as within a 30 day fulfillment period. I also understand that I may be required to pay the costs of copying, research and postage associated with my request. Staff will contact the applicant if it is determined that a fee would be assessed prior to initiation.			
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	