



FOIA Records Request
Town of Pacolet
180 Montgomery Ave
Pacolet SC 29372
Fax (864) 474-

Agency: _____ Date Requested: _____

Attorney or Agent: _____

Name: _____ Phone # _____

Address: _____

Are you asking for these records for a commercial use: yes no

How would you like receive your request (Circle One):

Inspection Only Hard Copy Email Fax Other

Information Requested:

Multiple horizontal lines for entering requested information.

The Town of Pacolet FOIA Request Fee Schedule

Pursuant to S.C. Code Ann. §30-4-30(B), fulfillment of FOIA requests is subject to fees for search, retrieval, and redaction, as well as fees for providing copies of documents. A deposit of twenty-five (25%) percent of the total reasonably anticipated cost for fulfilling the request may be required before searching for or making copies of records. The full amount of the total cost must be paid at the time of production of the request.

Fee Schedule	
Search, retrieval, and redaction of records (no less than a 30-minute charge)	Actual hourly salary of the lowest-paid employee who has the training and skill to respond to the request.
Black-and-white photocopies (8.5" X 11" or smaller)	\$ 0.20 per Page
Photocopies Plotter/Large Format Copies of Plans	\$ 6.00 per Page
CD Copy	\$ 5.00 per Disc
Flash Drive	\$ 12.00 Each
Large quantities or oversized documents will be sent to an outside business for copying which charges the requestor the actual dollar amount for work	TBD