



Freedom of Information Act Request Form

clemson.edu/administration/ogc/documents/FOIA.pdf

This form is used to obtain records, documents or materials under the South Carolina Freedom of Information Act and is to be completed by any person and/or entity seeking access for review or copies of public records from Clemson University.

The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request ([See S.C. Code Ann. Section 30-4-15](#)). Clemson University reserves the right to deny requests for information from those who are not citizens of South Carolina.

CONTACT INFORMATION

NAME:

COMPANY/ORGANIZATION:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE:

EMAIL:

Request Information (*see instructions on next page*):

FAMILY PRIVACY PROTECTION ACT STATEMENT

The Family Privacy and Protection Act, SC Code of Laws §30-2-50, prohibits a person or entity from obtaining or using any personal information obtained from Clemson University for commercial solicitation. Commercial solicitation is defined in section three of the above reference law as “contact by telephone, mail or electronic mail for the purposes of selling or marketing a consumer product or service.” Violators of this provision, upon conviction, must be fined and/or imprisoned. I have read, understand and agree to abide by this statement and the SC Family Privacy Protection Act. I understand that it is a violation of South Carolina criminal law to use the information that I have requested for purposes of commercial solicitation. Furthermore, I hereby affirm that I will not release any of the information received to a third party for commercial purposes.

Signature of Individual/Agent of Requesting Entity:

Date:

SUBMIT WRITTEN REQUESTS TO

EMAIL:

FOIA@clemson.edu

MAIL:

Office of General Counsel, Clemson University, 207 Sikes Hall, Clemson, SC 29634

INSTRUCTIONS FOR COMPLETING THE FREEDOM OF INFORMATION ACT REQUEST FORM

1. Fill out the first page of this form. Please provide as much information and as detailed a description as possible to expedite your request. Insufficient information may result in a delay of the production of your documents.
2. Read and sign the Family Privacy Protection Act statement.
3. Deposit and Payment: Pursuant to Section 30-4-30(B) of the South Carolina Code, Clemson University will charge a 25 percent deposit in advance based upon the reasonably anticipated cost of the request before a search is conducted for the documents. The total cost of the FOIA request is due prior to the disclosure of the requested documents. See Associated Fees, below.
4. Submit the form via email or mail to the address provided on the previous page.

ASSOCIATED FEES

Research: \$25 per hour
Copies: \$0.25 per page (if not already in electronic format)
Postage: per the United States Postal Service

See fee schedule at clermson.edu/administration/ogc/documents/FOIA.pdf

Payment may be made by mailing a check to the address below or via credit card through the Clemson University marketplace at https://secure.touchnet.net/C20569_ustores/web/product_detail.jsp?PRODUCTID=4901.

ADDITIONAL INFORMATION

Office of General Counsel
Clemson University
207 Sikes Hall
Clemson, SC 29634
864-656-3414
FOIA@clemson.edu

To Whom It May Concern:

Pursuant to the South Carolina Public Records Law, I hereby request the following records:

the personnel file of former Clemson University employee Elliott Charles, who served as the . Associate Director for Compliance Services. This includes any completed disciplinary internal investigations into his work as an employee and any disciplinary actions that were taken involving Elliott Charles. I am also requesting his application for employment and resume that was submitted to Clemson University for consideration of employment.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 15 business days, as the statute requires.

Sincerely,

Jason Palmer