



## Freedom of Information Act Request Form

[clemson.edu/administration/ogc/documents/FOIA.pdf](http://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](mailto: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 [clemsun.edu/administration/ogc/documents/FOIA.pdf](https://clemsun.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](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@clemsun.edu

To Whom It May Concern:

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

1. Any policy, guidance, handbook, manual, or standard contract concerning the institution's interactions or relationship with members of the news media, reporters, or journalists, including student journalists.
2. Any policy, guidance, handbook, or manual concerning the interactions or communications of institutional employees, including faculty, administrators, staff, and student employees, with the news media, reporters, or journalists, including student journalists.

Please note that this request does not seek a search of faculty or student email accounts or records. These requests should in no way be construed to include a review or search of email accounts, websites, or other forms of data or document retention which are controlled by students, alumni, or faculty members, nor by governmental or advisory bodies controlled by the same, except insofar as any such individuals also serve in an administrative capacity and the records were created or are held by the individual in that capacity. Any search should be limited to documents held by the administration and/or its staff members, including records created or maintained by persons acting in the capacity of administrators or staff members.

This request is made on behalf of the Foundation for Individual Rights and Expression, a nonprofit and nonpartisan organization that aims to defend and sustain the individual rights of all Americans to free speech and free thought. This request concerns a matter of public interest. The records are sought for the purpose of researching and educating the public about policies affecting student journalists' ability to engage in news gathering and reporting on college and university campuses.

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,

Anne Marie Tamburro