



City of Clinton, South Carolina
211 North Broad Street, Clinton, SC 29325
Phone: (864) 833-7500

FREEDOM OF INFORMATION ACT REQUEST FORM

The City of Clinton, South Carolina (the "City") has adopted its "Policy Regarding Requests for Public Records Under the Freedom of Information Act" (the "Policy"). Pursuant to the Policy, requests for information made under the Freedom of Information Act, now codified at §§ 30-4-10 *et seq.* of the Code of Laws of South Carolina, 1976, as amended (the "FOIA") shall be made using this form. This form must be signed and submitted either: (i) in person at M.S. Bailey Municipal Center, 211 North Broad Street, Clinton, SC 29325; (ii) by mail to City of Clinton, Attn: City Clerk, PO Drawer 748, Clinton, SC 29325; or (iii) by electronic mail. Additional fees may also be required. No faxed requests will be accepted.

NAME: Edwin Chadwick DATE OF REQUEST: 03/20/2025
ADDRESS: MuckRock News, DEPT MR182496, 263 Huntington Ave
CITY: Boston STATE: MA ZIP: 02115
PHONE NUMBER: 617-299-1832 EMAIL: 182496-37027257@requests.muckrock.com

I, the undersigned, agree to pay the charges set by the fee schedule below for the services and copies I have requested.

SIGNATURE: Raj For Edwin Chadwick

INFORMATION REQUESTED (please be as specific as possible and attach additional pages if needed):

Please see next page for full request.

Section 30-4-30(b) of FOIA, authorizes the City, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. Under the Policy, the City has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. A minimum fee of \$3.00 for staff time required to respond to the request is to be paid upon receipt of records. An additional deposit is required for requests that are anticipated to require greater than (5) five hours of staff time.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM THE CITY FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500. FILING OF THIS REQUEST CONSTITUTES ACKNOWLEDGMENT OF THIS PROHIBITION.

Fee Schedule for Staff Time and Copies

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$3.00 (paid upon receipt of records)
Charge per page for hard copies of records	\$0.20 per copy
Charge for staff time to search, retrieve, or redact records	\$20.00 per hour, per employee
Charge for other media used to provide records	Actual cost of media to City
Deposit for anticipated or apparent staff time exceeding 5 hours	¼ of estimated costs

FOR CITY USE ONLY

DEPARTMENT SUBJECT TO REQUEST: REQUEST ASSIGNED TO: DATE OF ASSIGNMENT: RECEIVED BY: DATE OF COMPLETION: FEE FOR SERVICES:

DATE RESPONSE DUE: _____ METHOD OF PAYMENT: _____

**CERTIFICATION OF FOIA FULFILLMENT
FOR THE CITY OF CLINTON, SOUTH CAROLINA**

PURSUANT TO §§ 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA, 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY OBTAINING OR USING INFORMATION OBTAINED FROM THE CITY OF CLINTON FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS PROHIBITION IS PUNISHABLE BY LAW AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500.

REQUESTOR NAME: _____

DATE OF REQUEST: _____

DATE OF RESPONSE: _____

I, _____, the undersigned employee of the City of Clinton, South Carolina, certify that I have processed your request for access to public records pursuant to the Freedom of Information Act ("FOIA"), as codified at §§ 30-4-10 et seq. of the Code of Laws of South Carolina 1976, as amended, and am making available to you via {[U.S. Mail], [E-mail], [in-person delivery]} (circle one) the requested records contained herein.

City of Clinton, South Carolina

To Whom It May Concern:

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

1. Policies and Procedures:

Current policies, procedures, and guidelines related to roadside debris pickup, including standard operating procedures.

2. Service Schedules and Logs:

Schedules, logs, or records of roadside debris pickup services between March 1, 2024, and March 1, 2025, detailing dates, times, and locations.

3. Staffing Information:

Records detailing staffing levels for the Streets & Sanitation Department during the specified period, including personnel assigned to roadside debris pickup and any documented staffing shortages.

4. Complaint Records:

Records of complaints or service requests received regarding roadside debris pickup from residents between March 1, 2024, and March 1, 2025, including the nature of each complaint, date received, and resolution status.

5. Internal Communications:

Internal communications, such as emails, memos, or reports, discussing delays, challenges, or issues related to roadside debris pickup services within the specified timeframe.

6. Budget and Funding Documents:

Documents outlining budget allocations and expenditures for the Streets & Sanitation Department for the fiscal years covering July 1, 2023, to June 30, 2024, and July 1, 2024, to June 30, 2025, with emphasis on funds allocated for roadside debris management.

7. Contractor Agreements:

Contracts, agreements, or memorandums of understanding with third-party vendors or contractors hired to perform roadside debris pickup services during the specified period.

8. Performance Reports:

Performance evaluations, audit reports, or assessments conducted internally or by external entities regarding the efficiency and effectiveness of the roadside debris pickup services between March 1, 2024, and March 1, 2025.

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,

Edwin Chadwick