



Jasper County Sheriff's Office

Donald L. Hipp, Sheriff

"Working together to make
Jasper County a better and
safer place to live."

12008 North Jacob Smart Boulevard | P. O. Box 986 Ridgeland, SC 29936
O: (843) 726-7777 | F: (843) 726-7778

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FORM

TO: sheriffdiscovery@jaspercountysc.gov

Requester's Name: _____

Requester's Mailing Address: _____

Requester's Email Address: _____

Requester's Phone Number/s: _____

PLEASE STATE WHAT PUBLIC RECORD/S YOU ARE REQUESTING AND INCLUDE THE FOLLOWING DETAILS: ADDRESS/ES, SPECIFIC DATE/S AND TIME/S OR A DATE RANGE, AND/OR NAME/S. BE AS SPECIFIC AS POSSIBLE.

Upon receipt of a request, Records Management generally has 10 business days to notify the requester of the final determination regarding availability and 30 calendar days from final determination to furnish the records. If the record is older than 24 months, Records Management has 20 business days to notify the requester of the final determination and 35 calendar days from final determination to furnish the records.

I understand that Section 30-2-50 of the South Carolina Code of Laws prohibits a person or private entity from knowingly obtaining or using personal information from a local government for commercial solicitation directed to any person in this State; violators are guilty of a misdemeanor and subject to a \$500.00 fine and/or jail time up to one year. ANY PERSONAL INFORMATION OBTAINED PURSUANT TO THIS REQUEST WILL NOT BE USED FOR COMMERCIAL SOLICITATION DIRECTED TO ANY PERSON IN THE STATE OF SOUTH CAROLINA.

I REQUEST THE FOLLOWING INFORMATION UNDER THE SOUTH CAROLINA FREEDOM OF INFORMATION ACT:

Signature: _____

Date: _____

COPY FEE SCHEDULE:

Report/s and/or other evidentiary items sent electronically are free to the public; however, you will be charged \$15.00 per case for search, retrieval, and redaction time.

For paper copies:
\$0.50 per page
\$8.00 per disc

The county bills only for its costs to fulfill each request.
Invoices will be sent to you and payment is required in full before the public records are released to you.

If the request is deemed to be of a large volume, requester will be notified and given an opportunity to narrow their request.