



Freedom of Information Request Form

Customer Service: (803) 898-3882

Date: \_\_\_\_\_

Internal request number: \_\_\_\_\_

Contact information

Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Request information

I'm requesting:  Specific documents  File review

Facility or project name: \_\_\_\_\_

Facility address: \_\_\_\_\_

County: \_\_\_\_\_

SCDES file custodian/staff contact if known: \_\_\_\_\_

Description of documents or files requested:

Large empty box for description of documents or files requested.

Family Privacy Protection Act statement

The Family Privacy Protection Act, SC Code Section 30-2-50, prohibits any person or private entity from knowingly obtaining or using any personal information obtained from our agency for commercial solicitation directed to any person in the State. Violation of this law is a crime.

I have read and understand this statement. I am not requesting personal information for the purposes of commercial solicitation or in violation of law.

Signed: \_\_\_\_\_

Submit requests: Email: foi@des.sc.gov • Fax: (803) 898-3816 • Mail: FOI Office, 2600 Bull St., Columbia, S.C. 29201

Office Use Only: Date completed: \_\_\_\_\_

Billing info: Research: Time: \_\_\_\_\_ Cost: \_\_\_\_\_

Description: \_\_\_\_\_

Services:  Scan #: \_\_\_\_\_  WebX documents #: \_\_\_\_\_  Hard copies #: \_\_\_\_\_  CD duplication #: \_\_\_\_\_

Other: \_\_\_\_\_

Delivery options:  Pick up  Emailed  Mailed  Other: \_\_\_\_\_ Total charge: \_\_\_\_\_

## Instructions for Completing SCDES Form 2295

**Purpose:** This form is used to obtain records under of the SC Freedom of Information Act

**Who completes the form:** Any person seeking review or copies of public records of the Department.

**Instructions:**

1. Fill out the top portion of the form by providing complete contact information. We may contact you to obtain additional information necessary to fulfill your request. Please provide a telephone number where you can be reached between 8:30 a.m. to 5 p.m., Monday through Friday.
2. Provide as much information about the desired documents as possible.
3. Read and sign the Family Privacy Protection Act statement.

**Submit the form:** E-mail ([foi@des.sc.gov](mailto:foi@des.sc.gov)), fax (803-898-3816) or mail (FOI, 2600 Bull Street, Columbia, SC 29201) completed form to the FOI Office.

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### Contact Information

For additional information, contact the:  
Freedom of Information Center  
South Carolina Department of Environmental Services (SCDES)  
2600 Bull Street  
Columbia, SC 29201  
(803) 898-3882