

This FOIA request form should be mailed or emailed to the Office of Legal Affairs at the College of Charleston for processing:

legalaffairs@cofc.edu

Office of Legal Affairs
College of Charleston
66 George St.
Charleston, SC 29424

FOIA Request

Your Name: _____

Your Address: _____

Your Email Address: _____

Date: _____

Name of Custodian of Records: _____

Under the South Carolina Freedom of Information Act, § 30-4-10 et seq., I am requesting an opportunity to inspect or obtain copies of the following public records: [Please itemize your request and why you are requesting said information. You must be specific about what you are requesting. Attach an additional page(s) if necessary.]

This information is _____ or is not _____ being sought for commercial purposes (please check

the appropriate box).

I understand that, pursuant to S.C. Code Ann. § 30-4-40 and other statutes and regulations, exemptions from disclosure include, but are not limited to, the following:

- Privileged documents, including attorney work product, attorney-client correspondence, and documents prepared in anticipation of litigation;
- Student education records subject to FERPA requirements;
- Trade secrets information as defined in § 30-4-40;
- Information of a personal nature where the public disclosure thereof would constitute unreasonable invasion of personal privacy as defined in § 30-4-40;
- Certain records of law enforcement and public safety activities as defined in § 30-4-40;
- Matters specifically exempted from disclosure by statute or law;
- Documents of and documents incidental to proposed contractual arrangements and documents of and documents incidental to proposed sales or purchases of property subject to the limitations in § 30-4-40;
- Certain salary and compensation information as defined in § 30-4-40;
- Memoranda, correspondence, documents, and working papers relative to efforts or activities of a public body to attract business or industry to invest within South Carolina as defined in § 30-4-40;
- Information relative to the identity of a maker of a gift to the College of Charleston as a public institution if the maker specifies that his or her making of the gift must be anonymous and that his or her identity must not be revealed as a condition of making the gift. With respect to gifts, only information which identifies the maker may be exempt from disclosure. If the maker of any gift or any member of his or her immediate family has any business transaction with the recipient of the gift within three years before or after the gift is made, the identity of the maker is not exempt from disclosure;
- All materials, regardless of form, gathered by a public body during a search to fill an employment position, except materials relating to not fewer than the final three applicants as defined in § 30-4-40;
- Data, records, or information of a proprietary nature, produced or collected by or for faculty or staff of state institutions of higher education in the conduct of or as a result of study or research on commercial, scientific, technical, or scholarly issues as defined in § 30-4-40
- Library circulation and registration records; and
- Personal information obtained for commercial solicitation pursuant to S.C. Code Ann. § 30-2-50.

S.C. FOIA outlines a fee schedule. If the total cost of supplying the requested information is less than \$25.00, the fees may be waived. In accordance with SC Code Ann. § 30 4 30(b) of FOIA, documents may be furnished without charge or at a reduced charge if it is determined that waiver or reduction of the fee is in the public interest.

If you request a fee waiver, please sign:

