



Freedom of Information Request Form

<http://www.citadel.edu/root/foia>

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 The Citadel.

The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request (See SC Code Ann. Section 30-4-15). The Citadel 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 The Citadel 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 Requests to:

Email: FOIA@citadel.edu

Mail: FOIA Officer, The Citadel, 171 Moultrie St, Bond Hall 310, Charleston, SC 29409

Fax: 843-953-5509

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Instructions for Completing the Freedom of Information 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: The Citadel may charge an advance deposit based upon the estimated cost of the request. The total cost of the FOIA request is due prior to the disclosure of the request documents. See *Associated Fees*, below.
4. Submit the form via email, mail, or fax to the address or number provided on the previous page.

Associated Fees

Research: \$25.00 per hour

Copies: \$00.25 per page (if not already in electronic format).

Postage: per the United States Postal Service

Documents will be released upon receipt of full payment.

Additional Information:

Freedom of Information Act Officer
The Citadel
171 Moultrie Street, Bond Hall 310
Charleston, SC 29409
843-953-3640

FOIA@citadel.edu