



**County of Lexington Department of Public Information
 County Administration Building
 212 S. Lake Drive, Suite 602
 Lexington, SC 29072
 Phone: (803) 785-8210
 Email: PIO@lex-co.com**

Per the Freedom of Information Act, I am requesting copies of documents for the following public information (print legibly):

Please list other information that will help clarify the documents which you seek (possible dates, years, names, addresses, TMS numbers, etc.)

***NOTICE:**

Costs: Under the South Carolina Freedom of Information Act, the County of Lexington reserves the right to charge reasonable copying and research times for any and all FOIA requests. The charges for the requests are listed on this form for public knowledge. Special requests may be subject to adjusted fees based upon the nature of the FOIA request, in accordance with Section 30-4-30(b). In such cases, the County of Lexington will inform the requester of a cost estimate for the research and processing of the information. A 25 percent non-refundable deposit is required to be paid in cash or check before the research begins. **Commercial Solicitation:** Any personal information, as defined by Section 30-2-50, provided is prohibited from being used for commercial solicitation. Any violation of this statute is a misdemeanor punishable under state law by a \$500 fine and/or one year of imprisonment.

Required requester information:

Name: _____
 Signature: _____
 Address: _____
 Email: _____ Phone: _____

*****BELOW IS FOR COUNTY STAFF ONLY*****

Fee Schedule:	*	RECEIPT: _____
Print/Copy (\$.25/page): _____	*	
Digitization of document (\$.50/page): _____	*	
CD or USB (\$5/CD or USB): _____	*	
Research (\$4 per 15 minutes): _____	*	
Total amount: _____	*	
Signature of researcher: _____	*	

***NOTICE:** In an effort to keep requests at a reasonable rate, research fees are waived for research under 15 minutes.