

RICHLAND-LEXINGTON AIRPORT DISTRICT
3250 Airport Boulevard, Suite 10, West Columbia, SC 29170
803-822-5015

FREEDOM OF INFORMATION ACT REQUEST FORM

The Richland-Lexington Airport District Commission (the "Commission"), as the governing body of the Richland-Lexington Airport District ("District") has adopted its "Policy Regarding Requests for Public Records Under the Freedom of Information Act" (the "Policy"). Pursuant to the Policy, requests for information made under the Freedom of Information Act, codified at Title 6, Chapter 25 of the Code of Laws of South Carolina 1976, as amended ("FOIA"), shall be made using this form. This form must be signed and submitted either (i) in person at the offices of RLAD, which are the administrative offices of the Richland-Lexington Airport District, located at 3250 Airport Boulevard, Suite 10, West Columbia, SC 29170; (ii) by mail to Richland-Lexington Airport District c/o Columbia Metropolitan Airport Attn: Director of Finance and Administration, 3250 Airport Boulevard, Suite 10, West Columbia, SC 29170; or (iii) by electronic mail to g.hornsby@flycae.com. Additional fees may also be charged. Requests should not be faxed.

NAME: _____ DATE OF REQUEST: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ EMAIL: _____

I, the undersigned, agree to pay the charges set by the fee schedule below for the services and copies I have requested.

SIGNATURE: _____

INFORMATION REQUESTED (please be as specific as possible and attach additional pages, if needed):

Section 30-4-30(b) of FOIA authorizes District, as a public body, to charge and collect fees for the actual costs of responding to requests for public information. District has duly adopted the fee schedule set forth below for copies and for staff time in searching for and providing requested information. An additional deposit is required for requests that are anticipated to require greater than (5) five hours of staff time.

PURSUANT TO § 30-2-50 OF THE CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, YOU ARE PROHIBITED FROM KNOWINGLY USING PUBLIC RECORDS OBTAINED FROM RLAD FOR COMMERCIAL SOLICITATION. VIOLATION OF THIS LAW IS PUNISHABLE AS A MISDEMEANOR, RESULTING IN UP TO A YEAR IN PRISON OR A FINE NOT TO EXCEED \$500. MY FILING OF THIS REQUEST CONSTITUTES ACKNOWLEDGMENT OF THIS PROHIBITION.

Fee Schedule for Staff Time and Copies

Description	Charge
Minimum charge to pay costs for responding to all FOIA requests	\$3.00 (paid upon receipt of records)
Charge per page for hard copy of records	\$0.20 per copy
Charge for staff time to search, retrieve, or redact records	\$20.00 per hour, per employee
Charge for other media used to provide records	Actual cost of media to District
Deposit for anticipated or apparent staff time exceeding 5 hours	¼ of estimated costs

FOR SYSTEM USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____

ASSIGNED TO: _____ DATE RESPONSE DUE: _____