



# Lancaster County Sheriff's Office Freedom of Information Act Request Form

**READ THE NOTICE ON THE BACK OF THIS FORM BEFORE COMPLETING**

DATE FORM COMPLETED: \_\_\_\_\_

NAME of Person Making Request: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_): \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**INFORMATION REQUESTED (Be as specific as possible. Include the case number if you have it, correct name and date of birth if you seek information about a person, correct address if you seek information about an incident at a particular location, correct date of the incident, date range if you seek multiple reports over a period of time, and any other information you believe will be helpful in locating the records you seek.)**

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Submit this request by

1. Delivering it to the Lancaster County Sheriff's Office, 1520 Pageland Highway, Lancaster, South Carolina
2. Mailing it to the Lancaster County Sheriff's Office, P. O. Box 908, Lancaster, South Carolina 29721
3. Emailing it to [jharvey@lacoso.net](mailto:jharvey@lacoso.net)
4. Faxing it to 877-636-7980

**OFFICE USE ONLY**

Date Request Received \_\_\_\_\_

Determination Notification Date \_\_\_\_\_

Date Notification Made \_\_\_\_\_

Furnish Date \_\_\_\_\_

Completion Date \_\_\_\_\_

\_\_\_\_\_  
Attorney or Major

## Freedom of Information Act

Pursuant to the South Carolina Freedom of Information Act, Section 30-4-10 et seq. of the Code of Laws of South Carolina, non-exempt public records of the Lancaster County Sheriff's Office are available for inspection, copying, or receipt by electronic transmission upon written request. The above form may be used to request records. The request may be delivered to the Lancaster County Sheriff's Office, 1520 Pageland Highway, Lancaster, South Carolina, mailed to the sheriff's office at P. O. Box 908, Lancaster, South Carolina 29721, emailed to [jharvey@lacoso.net](mailto:jharvey@lacoso.net), or faxed to 877-636-7980. Reports disclosing the nature, substance, and location of crimes (incident reports) for the preceding 14 days are available for public inspection and copying from 8:30 a. m. to 5:00 p. m. Monday through Friday at the sheriff's office at 1520 Pageland Highway, without the requestor being required to make a written request to inspect or copy the records when the requestor appears in person. Pursuant to Section 23-1-240(G)(1), data recorded by a body-worn camera is not a public record subject to disclosure under the Freedom of Information Act. Pursuant to Section 16-3-1520, a victim of a crime may receive, free of charge, a copy of the initial incident report for his or her case. Pursuant to Section 30-2-50, a person or private entity shall not knowingly obtain or use personal information obtained from a state agency, a local government, or other political subdivision of the state for commercial solicitation directed to any person in this state, and obtaining or using public records for commercial solicitation directed to any person in this state is prohibited and is a misdemeanor punishable by a fine not to exceed \$500.00 or imprisonment not to exceed one year, or both.

Fees apply for the search, retrieval, and redaction of requested records and for hard copies of the records unless the agency determines the records will be furnished without charge or at a reduced charge in the public interest because furnishing the information can be considered as primarily benefitting the general public. A deposit not to exceed 25% of the total reasonably anticipated cost for reproduction of the records may be required prior to the agency searching for and making copies of the records. The full amount of the total cost must be paid at the time the records are produced. The fee schedule is as follows:

Search, retrieval, and redaction	\$13.50 per hour
Hard copies	\$ .22 per page
Storage discs	\$ 1.25 per disc
Thumb drives	\$ 4.50 per drive

Fees are payable by cash, check, cashier's check, or money order and should be payable to "Lancaster County Sheriff's Office." The memo line should read "FOIA." Cash can be accepted only during the above business hours.

**Lancaster County Sheriff's Office**  
**1520 Pageland Highway**  
**Mailing Address: P. O. Box 908**  
**Lancaster, South Carolina 29721**  
**Telephone 803-283-3388**