Town of Sullivan's Island

Sullivan's Island, South Carolina

FREEDOM OF INFORMATION ACT REQUEST

Sullivan's Island Town Hall
2056 Middle Street (physical)

Phone: (843) 883-3198   FAX: (843) 883-3009
Mailing address: P.O. Box 427, Sullivan's Island, SC 29482

Direct FOIA application to Courtney Liles, Town Clerk by mail, hand delivery or email. Courtney Liles is available by phone at (843) 883-5730 or email at cliles@sullivansisland-sc.com

More information regarding Town's FOIA application process and fees is available online www.sullivansisland-sc.gov

Date of Request: _____   Name:_____ _____
Address: _____ _____City _____
State _____ Zip Code _____
Phone No.: _____ Cell Phone No.: _____
Email: _____

Person or Entity Represented:
_____

Description of Document Requested (be as specific as possible; include attachments if needed):
_____
_____ _____
_____

Request Documents for:
Inspection _____Copies _____ Digital Copies (On recordable disk) _____

Purpose of Request:
_____ Research Personal Information
_____ Commercial Use
_____ Other: (Please specify) _____ _____

Signature of Requesting Party:

_____

In accordance with FOIA S.C. Code §30-4-30, Town staff will respond to your request with a determination if records are available. This response will be provided to you within ten (10) business days for records less than 24 months old, or within twenty (20) business days for records over 24 months old. There may be a deposit required for reasonably anticipated costs to produce records in excess of $100.00. If deposit is required, records will be compiled and produced after Town receipt of deposit. Timeline to compile and produce records is within thirty (30) calendar days from when the Town responds the request will be fulfilled (for records less than 24 months old), or, within thirty (35) days for records 24 months or older. www.sullivansisland-sc.gov
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