



Town of Sullivan's Island

Sullivan's Island, South Carolina

FREEDOM OF INFORMATION ACT REQUEST

Sullivan's Island Town Hall
2056 Middle Street/ PO Box 427

Phone: (843) 883-3198

Fax: (843) 883-3009
Sullivan's Island, SC 29482

Direct FOIA applications to Bridget Welch, Town Clerk, by mail, hand, or email.
Please contact her at (843) 883-5730 or bwelch@sullivanisland.sc.gov with questions.

More information regarding Town's FOIA application process and fees is available at:
<https://sullivanisland.sc.gov/government/freedom-information-act-request>

Name: _____ Date of Request: _____

Address: _____

Phone: _____ Email: _____

Person or Entity Represented: _____

Description of Document Requested (please 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. For full Town information and fees go to <https://sullivanisland.sc.gov/government/freedom-information-act-request>

OFFICE USE ONLY

Town File Number:

Delivered to requestor by regular mail/email on _____
or, in person on _____ or, notified requestor for an
extension on _____ or, a denial on _____.

Request fulfilled:

By: _____ Date: _____

Received On: _____

Deadline: _____

Received By: _____