

SOUTH CAROLINA MILITARY DEPARTMENT

Freedom of Information Request Form

For FOIA requests for Federal records retained by the South Carolina National Guard, go to <https://www.scgard.com/foia/>

Date: _____ Internal Request Number: _____

Contact Information

Name: _____ Company/Organization: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

Request Information

I'm requesting: **Specific Documents** **File Review**

Event or Action: _____

Department: _____

Agency File Custodian/Staff Contact (if known): _____

Description of documents or files requested:

Family Privacy Protection Act Statement and Acknowledgement of Fees

The Family Privacy Protection Act, SC Code Section 30-2-50, prohibits any person or private entity from knowingly obtaining or using any personal information obtained from our Agency for commercial solicitation directed to any person in the State. Violation of this law is a crime.

I have read and understand this statement. I am not requesting personal information for the purposes of commercial solicitation or in violation of law.

In addition, I am aware of and am willing to pay the applicable fees necessary in order to provide the requested information.

Signed: _____

Submit Requests

Email: FOIA@scmd.sc.gov • Mail: State Public Information Officer (State FOIA Coordinator), 1 National Guard Road, Mail Stop 3, Columbia, S.C. 29201

Office Use Only: Date completed: _____

Billing Info: Research: Time: _____ Cost: _____

Description:

Services: Scan #: _____ Hard copies #: _____ CD duplication #: _____

Other: _____

Delivery options: Pick up Emailed Mailed Other: _____ **Total Charge:** _____

Instructions for Completing Freedom of Information Request Form

Purpose: This form is used to obtain the State public records of the Office of the Adjutant General/ State Military Department under of the S.C. Freedom of Information Act (Title 30, Chapter 4 of the South Carolina Code of Laws).

Who completes the Form: Persons seeking review or copies of public State records of the Agency.

Instructions:

1. Fill out the top portion of the form by providing complete contact information. Agency personnel may contact you to obtain additional information necessary to fulfill your request. Please provide a telephone number where you can be reached between 8:30 a.m. to 4 p.m., Monday through Friday.
2. Provide as much information about the desired documents as possible.
3. Read and sign the Family Privacy Protection Act statement.

Submit the Form: E-mail (FOIA@scmd.sc.gov), or mail the completed form to: State Public Information Officer / State FOIA Coordinator, 1 National Guard Road, Mail Stop 3, Columbia, S.C. 29201.

Contact Information

For additional information:

Contact the State Public Information Officer / State FOIA Coordinator
Office of the Adjutant General / State Military Department
1 National Guard Road
Columbia, SC 29201
(803) 299-4337